

august

Rounds

Make every voice feel heard & included

What it is

Letting each person speak one at a time, in turn, without interruption

Use cases

Include different personalities and ways of communicating

Make conversations more balanced and less dominated by the loudest voice in the room

Avoid defaulting to the most senior person's opinion

Put it into practice

Types

Check in

To begin: What has your attention as we start this meeting?

Agenda

Share topics to discuss during the meeting

Creativity

Silently write down ideas, then share one person at a time

Questions

What questions do you have to clarify your understanding?

Reaction

Share your feedback: What works? What would you change ?

Closing

To end: What are you taking away from this meeting?