

# Building a meeting safety net

A meeting safety net is a strategy used to ensure that all employees feel safe, respected and heard during meetings. Here are some steps to implement an effective meeting safety net.

## 1 - Establish ground rules

Set clear guidelines for meeting conduct. Some examples include no interrupting when someone is speaking, respect differing opinions, and keep discussions focused on the topic.

## 2 - Use a facilitator

Designate a meeting facilitator to keep the discussion on track, ensure everyone has a chance to speak and address any conflicts or issues that arise.

## 3 - Encourage participation

Create an environment where all employees feel comfortable contributing. This can be achieved by asking open-ended questions, inviting quieter team members to share their thoughts and using round-robin or structured speaking turns.

## 4 - Provide anonymous feedback channels

Allow employees to provide feedback anonymously if they are uncomfortable speaking up. This can be done through anonymous surveys, suggestion boxes and digital tools like anonymous chat features or feedback forms.

## 5 - Offer training

Provide training on effective communication, conflict resolution and cultural sensitivity to ensure all employees understand how to contribute positively to meetings.

## 6 - Monitor and adjust

Regularly review the effectiveness of your meeting safety net by soliciting feedback from employees, observing meeting dynamics and adjusting based on feedback and observations.

### **7 - Encourage psychological safety**

Foster an environment where employees feel safe to take risks and make mistakes without fear of negative consequences. One way to do this is by encouraging leaders to show vulnerability by admitting their own mistakes. You can also support and validate employees' contributions in order to promote a culture of mutual respect and trust.

### **8 - Implement a "safe word"**

Introduce a non-confrontational way for employees to indicate when they feel uncomfortable or think the meeting is going off track. This could be a pre-agreed "safe word" or signal.

### **9 - Follow up**

Ensure that concerns raised during meetings are addressed promptly. Follow up on any issues and communicate the actions taken to resolve them.

### **10 - Lead by example**

Leaders and managers should model the behavior they expect from employees. Demonstrate respect, active listening and openness in every meeting.

Implementing a meeting safety net requires ongoing effort and commitment from everyone in the organization. By fostering a supportive and respectful meeting environment, you can enhance collaboration, innovation and overall team morale.

**For more information book a free one-hour consultation!**