**HELPFUL TIPS FOR ONLINE MEETINGS**

**Zoom information:** Make sure you are muted when you are not speaking and have your camera on to help stay engaged.

![Zoom interface](image)

**Helpful questions to ask to encourage productive and supportive dialogue.**

- Is this conversation leading towards our original goal/question?
- How well am I doing to practice inclusion in this conversation?
- Am I keeping an open mind, or am I starting to become judgmental?
- What do I want as an outcome of this conversation?

**Personal reflections to consider about your engagement.**

- What life experiences am I bringing to the conversation that help or hinder my ability to engage?
- Is there something I could have done differently?
- What biases did I notice surfacing in my thinking throughout the meeting?
- What do I need to learn to be able to share and lead more effectively?