



Diversity Equity Inclusion Accessibility

Leadership Team | USGS Water Mission Area

What you can do to support
DEIA in meetings

Build trust

- Establish meeting guidelines that encourage respectful, inclusive behavior
- Revisit guidelines periodically to see if team is adhering to established norms
- Rotate leadership roles to create universal ownership of the meeting



Bottom line:

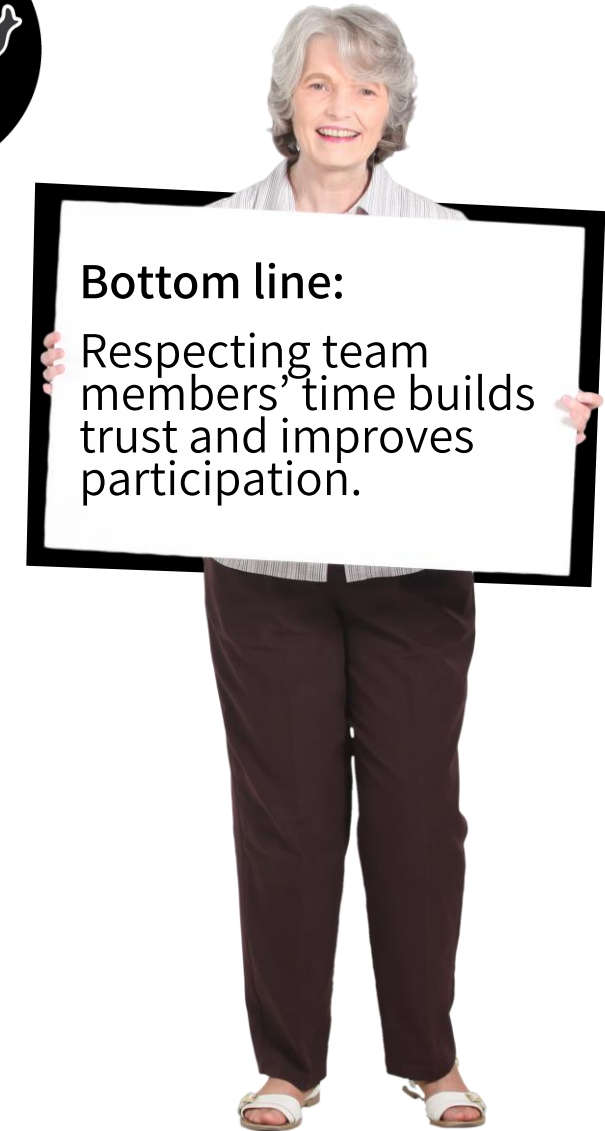
Trust is foundational to productive meetings and effective teams.



Respect time



- When scheduling virtual and hybrid meetings, find out where everyone is calling from to pick a time inclusive to everyone
- Collaborate to create an effective agenda and build in adequate time for each topic
- Stay within the scheduled time slot



Communicate clearly

Goals &
Next steps

- Share agenda with meeting objective, including what's expected of the participants, before the meeting
- Capture and communicate action items, including roles and responsibilities

Bottom line:

Communicating expectations is essential to positive team dynamics.



Improve accessibility



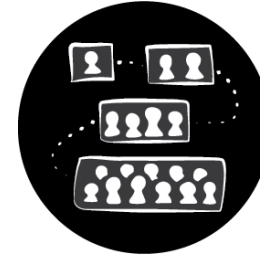
- Record virtual meetings with transcripts, and clean the transcript prior to sharing
- When planning a meeting, ask if anyone needs accommodations and provide accessible alternatives as necessary

Bottom line:

Accommodating visual and auditory diversity allows everyone to participate fully.



Engage everyone



- Use activities (round robin, 1-2-4-all) and multiple avenues of engagement (chats, reactions, digital whiteboards) to solicit input from all participants
- Provide opportunities for team members to share their opinions before, during, and after the meeting



Bottom line:

Mixing up engagement strategies respects diverse learning and communication styles.



Learn more

- [DEIA Leadership Team](#)
- [DEIALT Quick Resources Page](#)
- Additional Resources:
 - [Effective Meeting Training](#)
 - [DOI Talent: Creating a Gender Inclusive Workplace](#)
 - [Inclusive Language Guidelines](#)
 - [Pronouns Matter](#)
 - [USGS EAP Resources](#)
 - [Resilience Café](#)
 - [Section 508 Resources](#)

