

# HOW TO HAVE A PSYCHOLOGICALLY SAFE MEETING

Productive meetings depend on the collaboration, innovation, experimentation and diversity of thought of teachers and school staff. That only happens when everyone participating feels psychologically safe to speak up and share their ideas without humiliation, shame or ridicule. **To get the most from your meetings and ensure everyone feels psychologically safe, check out these top tips!**

## ENGAGEMENT



Encourage questions, feedback and opposing points of view



Invite those that don't speak often to join the conversation



Ensure people can speak without being interrupted

## VALIDATION



Let people know that every opinion is valued and important



Be open about mistakes and encourage brainstorming solutions together



Make eye contact and show that you're actively listening

## INCLUSIVITY



Acknowledge different points of view or disagreements within the group



Express gratitude for those joining the meeting



Encourage people to ask for help if they don't understand something