

SORRY... YOU GO AHEAD  
THE ART OF MAKING SPACE AND  
CLAIMING  
SPACE TO **SPEAK IN MEETINGS**

JEMMA BOLLAND | @jemolova |   
she/her





“WHEN YOU HAVE A CONTRIBUTION TO  
MAKE IN A  
MEETING, HOW OFTEN DO YOU FEEL ABLE  
TO DO SO?”

***ONLY 35% SAID THEY FELT ABLE ALL THE  
TIME***

HARVARD BUSINESS



THE SCALE  
FACTORY

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IF YOU'RE ACCUSTOMED  
TO  
BEING HEARD, YOU'LL BE  
MORE  
CONFIDENT USING YOUR  
VOICE\_



THE SCALE  
FACTORY

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SOME PEOPLE TALK TO  
THINK,  
**OTHERS THINK BEFORE  
TALKING\_**



THE SCALE  
FACTORY

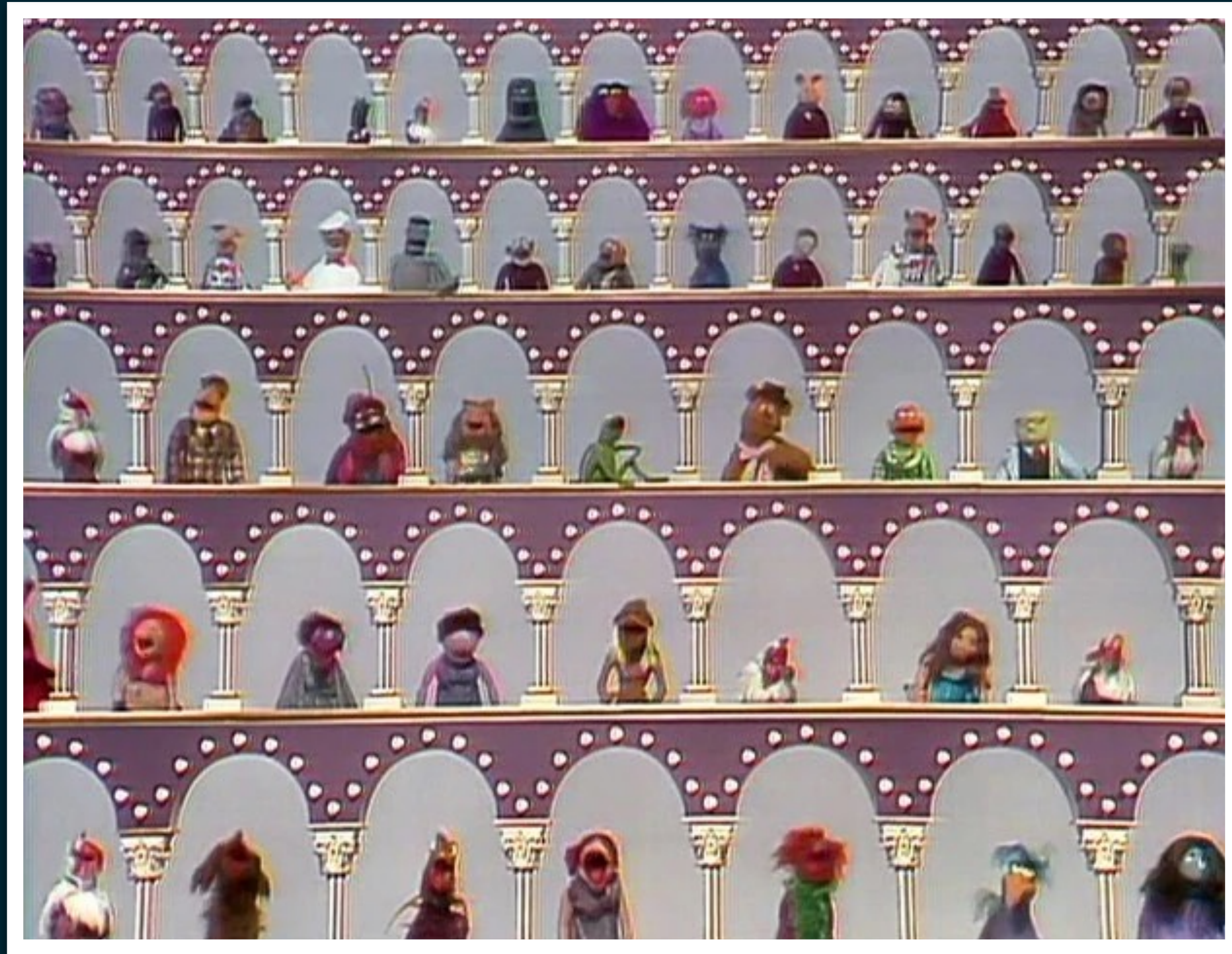
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## RUNNING AN INCLUSIVE

- Make sure everyone knows how you'd like them to contribute
- Outline protocols at the start, suggesting how to indicate you'd like to speak
- Solicit a range of views, ask if anyone has any different views to the one just put forward
- Leave space before moving on to the next point
- Be an ally. Use your voice to make space for others





# MAKING YOURSELF

- Before the meeting, find out if there are any specific areas your opinion would be useful on
- Don't be afraid to circle back, even if the conversation has moved on.
- Signal your desire to speak
- If you're comfortable to, call it out if you're spoken over





