

Supporting Employees in Meetings

A concise checklist for meeting chairs and colleagues

Before

Share an agenda and relevant materials in advance. Ask privately about communication preferences. Ensure accessible technology and a manageable meeting environment.

During

Allow time to speak and avoid interruptions. Offer typed contributions or written questions where appropriate. Repeat or summarise key points to check accuracy, not to speak over the employee. Make sure everyone can contribute without pressure.

After

Circulate decisions and action points in writing. Offer a way to clarify or add comments afterwards. Ask periodically whether the agreed approach remains helpful.

Meeting-chair reminder

Do not assume that a person who speaks less has less to contribute. The aim is equitable participation, not making everyone communicate in the same way.

Personal notes / action worksheet

☐ Agenda shared in advance

☐ Communication preferences checked privately

☐ Alternative contribution methods available

☐ Enough response time allowed

☐ Actions confirmed in writing

Further information

ACAS - Reasonable adjustments (<https://www.acas.org.uk/reasonable-adjustments>)

Information only. This resource is not a substitute for individual speech and language therapy, employment or legal advice.