

PERSPECTIVES ON ENGAGEMENT:

SIMPLIFYING PARTICIPATION

Watch Video 3
for more
information

Team Members can feel overwhelmed with:

- Balancing project commitments with busy schedules
- Keeping up with a dynamic project
- Differences in abilities to process information

① PROVIDE A COMFORTABLE SPACE

Remember and use each person's preference for contact:

- During meetings (e.g., speaking aloud, group chat)
- Outside meetings (e.g., email, phone, or text conversations)

Use breakout rooms to have smaller discussions

Breakout rooms are especially helpful when trying to get everyone's input. For more, see the tip sheet on [Group Formation](#).

② SEND REMINDERS & CHECK-INS

Reach out to team members

Checking in on an individual level helps each person see how important they are to the project.

Try This

- > Text or send an email reminder if someone is unexpectedly not on a call.
- > Reach out during/after the meeting if they share personal news (e.g., the death of a loved one).

③ ENCOURAGE PARTICIPATION

Promote open communication

Validate your team's input and provide thoughtful feedback. Have one organization member be a point of contact outside of meetings to make it easy for your team to reach out.

④ BALANCE AGENDA & TEAM BUILDING

Prioritize team building

Take the time to get to know everyone on the team.

Try This

- > As meeting moderator, share something about yourself to set the tone for the rest of the group.

⑤ FACILITATE THE MEETINGS

Make it easy for the team to engage

Appoint a staff member to provide updates on previous meetings and take notes so that team members can fully engage with the current meeting's content.