INCLUSIVE MEETING DESIGN & FACILITATION

Building Purposeful, Inclusive, and Collaborative Meetings with AI as Your Coach

Learning Impact Statement: Participants will lead meetings that are purposeful, inclusive, and outcome-driven by applying the 3 Ps (Purpose, People, Process). With AI as a planning partner, they will design agendas and facilitation guides that engage diverse voices, reduce inefficiencies, and increase follow-through across a range of meeting contexts.

Skill Focus Areas:

Purpose	People
Process	Matching Meetings to Context
Building the Agenda & Facilitation Guide	Reflection & Adjustment

---

REFLECTION PROMPTS:

- What types of meetings do I lead most often?
- How inclusive are my current meetings? Who speaks, who stays silent?
- Which meetings have I found most energizing—and why?

---

1. PURPOSE

Learners will evaluate the purpose of meetings to determine whether a meeting is necessary, applying criteria that prioritize decision-making, collaboration, and connection—while using alternative formats for information-sharing when appropriate.

AI Prompt Example: Help me refine the purpose of this meeting in 1 sentence: [insert draft]. Suggest whether this purpose is best served by email, a meeting, or a hybrid (email + discussion). If it should be a meeting, recommend how to align this purpose with clear outcomes.

My Draft Meeting Purpose

Human Resources
UNIVERSITY OF SOUTH CAROLINA

Is this best served by: ☐ Email ☐ Meeting ☐ Hybrid (Email + Discussion)

Refine Purpose	Desired Outcomes

2. PEOPLE

Learners will identify key stakeholders, recognize missing voices, and apply strategies to foster psychological safety that encourages inclusive and meaningful contributions.

AI Prompt Example: Given this meeting purpose, suggest which roles, perspectives, or stakeholders should be included—and how I can engage those who may be hesitant to speak. Provide inclusion strategies like roles, ground rules, buddy systems, or breakout groups that would best serve this meetings purpose.

Who Must Attend	Voices/Perspectives Often Missing	Inclusion Strategies

3. PROCESS

Learners will design intentional meeting flows using a variety of facilitation methods—including Liberating Structures, Design Thinking, equity-centered practices, visual tools, and traditional formats—to promote engagement, inclusion, and clarity.

- Liberating Structures ➔ 1-2-4-All, Conversation Café
- Design Thinking exercises ➔ brainstorming, affinity mapping
- Equity-centered practices ➔ round-robins, structured turn-taking
- Visual facilitation methods ➔ sticky notes, digital whiteboards
- Traditional methods ➔ presentations, Q&A; open discussion used intentionally, not by default

Human Resources
UNIVERSITY OF SOUTH CAROLINA

AI Prompt Example: Create a 60-minute meeting agenda for [meeting purpose] with 10 participants. Indicate if the design should differ for an in-person meeting or a virtual meeting. Build the process so all voices are heard, not just the 1–2 loudest. Recommend facilitation methods that limit airtime dominance (e.g., structured turn-taking, breakout pairs, silent brainstorming, polls). Include strategies to engage quieter participants, ensure equitable participation, and provide facilitator tips for politely redirecting if someone monopolizes the discussion. Adjust the meeting time, based on recommended facilitation methods if needed.

Meeting Length	Key Processes/Structures	How These Processes Ensure Inclusivity

4. MATCHING MEETINGS TO CONTEXT

Learners will apply context-specific facilitation strategies to effectively lead small team meetings, project-focused sessions, and large planning events by selecting appropriate formats, structures, and roles to support engagement and outcomes.

- Small Recurring Team Meetings ➜ check-ins, rotating facilitators, quick idea rounds
- Project Meetings ➜ clear agenda tied to milestones, problem-solving structures
- Large Planning Events ➜ multiple facilitators, breakout designs, World Café or Open Space formats

AI Prompt Example: Based on my purpose, people, and process notes, suggest a facilitation guide for a [recurring team meeting / project meeting / planning retreat]. Include agenda timing, facilitation tips, and inclusive structures.

Type of Meeting	AI-Suggested Agenda Steps	Adjustments I'll Make

Human Resources
UNIVERSITY OF SOUTH CAROLINA

5. BUILDING THE AGENDA & FACILITATION GUIDE

Learners can utilize AI to help create a custom, full agenda and facilitation guide for meetings and presentations.

AI Prompt Example: Create a 60-minute meeting agenda for [meeting purpose] with 10 participants. Build in structures that ensure everyone contributes at least once. Suggest facilitation notes I can use to guide the conversation.

My Draft Agenda	Key Facilitation Tips	Inclusion Strategies I'll Apply

6. REFLECTION & ADJUSTMENT

AI Prompt Example: Ask me 5 reflection questions about how inclusive my last meeting was and suggest 2 new techniques I can try next time to improve participation.

What Worked Well	Who Participated Most / Who Did Not Participate	Adjustments for Next Meeting

ACTION PLAN:

My Top 3 Takeaways

1 New Meeting Design Practice I'll Apply Immediately

How I'll Use AI as My Ongoing Meeting Design Coach

Human Resources

UNIVERSITY OF SOUTH CAROLINA

Office of Organizational and Professional Development