

Check In

Inclusion

PROCESS

- Explain that this is a transition from outside the meeting to inside the meeting. For many people, sharing a little personal data helps them make the transition. Members go around the circle, briefly naming their mood and anything that might detract them from fully participating.
- Ask a volunteer to go first. Ask the volunteer to indicate when he or she is finished by saying, “I’m finished” or another appropriate phrase.
- Stress that there is no side talk.
- At the end, make a summary paraphrase.

ALTERNATIVES

- Be the first speaker to model brevity.

TIPS

- Stop anyone who interrupts a speaker.