
CAREER POWER-UP SERIES

FUTURE-READY MANAGERS



Reflection

Review the following checklists and take a moment to reflect

What will you continue doing?

What will you stop doing?

What will you start doing / do differently?

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Job Aid # 1: Communication and Psychological Safety in Team Meetings

Good Practice Checklist

Adapted from: [*Psychological Safety Assessment and Action Framework*](#)

BEFORE THE MEETING

- Set clear expectations for **mutual respect and accountability**
- Use **inclusive language (in communication, documents, meetings) consistently**
- Ensure **meeting accessibility (inclusive scheduling across time zones)**
- Plan **rotating roles in meetings to ensure all voices are heard**
- Prepare **collaborative, inclusive meeting outline to hear all voices** (e.g. round table)
- Create space to **ask questions, even if they seem basic**
- Plan a **“lessons learned” segment**
- Clarify **roles and responsibilities so people know where and how they can contribute**
- Plan time for **open debate and exploration of new ideas**

DURING THE MEETING

- Ensure **everyone's** input is invited and respected, regardless of level or title
- Notice **whose voices dominate**—and whose are missing or unheard
- Respond to **biased or exclusionary comments**
- Reinforce that it is **safe to acknowledge when I don't know something**
- Treat **mistakes as learning opportunities**
- Say: **“Thank you for bringing that to my attention”**
- Respond with **curiosity** (“Tell me more about your thinking”)
- Encourage **trying new approaches, even if they don't always succeed**
- Ensure people feel **their contributions are wanted and valued**
- Reflect: **Do people wait for permission to contribute, or feel empowered to step in and help?**
- Recognize and **celebrate meaningful contributions—both big and small**
- Reinforce it is **safe to challenge the status quo**
- Support **open debate and the exploration of new ideas**
- Ensure people can **voice a concern or disagreement without fear of retaliation**
- Welcome **constructive dissent**

AFTER THE MEETING

- Reflect: **Do all team members feel they belong?**
- Follow up with **1:1 check-ins** where needed
- Reflect on **what was learned, not who made mistakes**
- Use **structured reflection templates post-project**
- Reflect: **Are there team members whose strengths seem underused?**
- Continue to **link personal strengths to team objectives**
- Reflect: **How was disagreement or concern received?**

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Job Aid # 2: Communication prompts that support Psychological Safety

Adapted with permission from: Let's Speak Up Card Game, developed by CDOTs, DOS

1) Opening the Meeting / Setting the Tone

Use these prompts at the start of the meeting to create trust, openness, and inclusion.

- *This is a safe space to share concerns or ideas*
- *All questions and comments are always relevant and welcome*
- *It's ok to make mistakes – we can learn from them together*

2) Inviting participation / Ensuring all voices are heard

Use these prompts to encourage contributions and bring quieter voices into the discussion.

- *Let's check in with the colleagues we have not yet heard from*
- *Your perspective is valuable and I'd love to hear more about it*
- *That's an exciting idea. Tell me more.*

3) Exploring Ideas / Encouraging curiosity and dialogue

Use these prompts when discussing ideas, testing assumptions, or deepening understanding.

- *Is this the best way of doing it ?*
- *Can you explain your reasoning behind that?*
- *I see where you are coming from. Let's explore this with other options*
- *Do you like to reconsider this idea in light of the new information?*
- *That is a great idea, and I would like to offer another one*
- *That's very helpful; I had not thought about it*

4) Responding to questions / Admitting uncertainty

Use these prompts to normalize not having all the answers and to model humility.

- *That is a great question. I don't know the answer, but I will find out and get back to you*
- *I am sorry, I didn't know*

5) Giving feedback / Raising concerns constructively

Use these prompts when addressing performance, approach, or sensitive issues in a respectful way.

- *I have some feedback for you on your approach*
- *I appreciate your honesty, thank you for bringing this up*

6) Collaboration and problem-solving

Use these prompts to reinforce shared ownership and teamwork.

- *Let's try to solve this together as a team*

7) Managing focus / Prioritizing during the meeting

Use these prompts to keep the discussion productive while still acknowledging contributions.

- *It is important to stay focused on the task at hand*
- *Let's put this idea on hold for now*
- *Let's circle back to this later*

8) Closing or deferring with respect

Use these prompts when an idea cannot be addressed immediately but should still be handled respectfully.

- *Let's put this idea on hold for now*
- *Let's circle back to this later*
- *Do you like to reconsider this idea in light of this information?*