

MRS Inclusive Leadership Quick Guide

The Materials Research Society embraces diversity, equity and inclusion (DEI) by actively engaging our diverse global membership, supporting the careers of underrepresented researchers, and investing in community actions to address bias and end inequities.

Inclusive leadership is leading a diverse group of people while respecting their uniqueness, embracing their differences and creating a comfortable space for all to contribute. Inclusive leaders are self-aware and take steps to mitigate biases by welcoming different perspectives to catalyze collaboration and inform decision-making. Key mindsets that enable inclusive leadership are self-awareness, curiosity, courage, vulnerability and empathy.

During the 2022 MRS Fall Meeting, MRS Board members, MRS Operating Committee Chairs, MRS Editors, and MRS senior staff participated in an Inclusive Leadership Workshop where they had the opportunity to explore inclusive leadership and how it applies to MRS. This Quick Guide is meant to support the commitment from that meeting to help continue advancing MRS's DEI Aspiration and to promote inclusive leadership within MRS.



Inclusive Leadership Tips

Here are 10 inclusive leadership tips that we can all use to advance our Aspiration

- Be authentic
- Be curious about others - Spend time with individuals who are not part of your "in group"
- Listen to understand - Remind yourself that everyone has different lived experiences that shape their thoughts, beliefs and actions
- Practice emotional intelligence and empathy
- Encourage collaboration
- Seek to become culturally intelligent
- Acknowledge mistakes, apologize and absorb the learning
- Actively seek out diverse points of view and encourage participation by all
- Lift up other perspectives consistently (affirmation)
- Be open-minded and humble – willing to embrace new ways of doing things that may be different from your way



Inclusive Meeting Facilitation Tips

In inclusive meetings, everyone feels respected, valued and that they have the opportunity to speak and be heard.

- Send out an agenda early to allow everyone time to reflect on what will be discussed and come to the meeting prepared
- Make sure everyone feels welcome by introducing each person and their role and/or why they are included in the meeting
- Lay ground rules for meeting participants such as:
 - ✓ Put away mobile devices and be present to hear others
 - ✓ Allow others to finish their thought before speaking
 - ✓ Stay open-minded. There are no bad or silly ideas.
- Call out conflicts with standards of behavior by gently reminding everyone of the ground rules
- Don't allow one person to dominate the conversation. Try refocusing them from talking to listening by asking them to take notes or scribe
- Monitor who has not spoken and ask whether they have an opinion that they would like to share (without making them feel uncomfortable)
- Ask the group to write down their answer to a question and then ask everyone to share
- Affirm ideas and thoughts of others. Ask clarifying questions if needed
- Periodically ask whether everyone is in agreement with the group's conclusions so far and whether there is anything that has not been covered
- Review decisions and actions at the end of the meeting to ensure that everyone has a shared understanding



Inclusive Leadership Resources

[5 Tips for a More Inclusive Meeting](https://www.youtube.com/watch?v=MSeTmaulANo), Jesse Scinto, YouTube (~3 minutes) [https://www.youtube.com/watch?v=MSeTmaulANo]

[Four Ways to Encourage Inclusion During a Business Meeting](https://www.youtube.com/watch?v=IBizmp9yQ7A), Dana Brownlee, YouTube (~6 minutes) [https://www.youtube.com/watch?v=IBizmp9yQ7A]

[Four Essential Traits of Inclusive Leaders](https://www.fastcompany.com/90814406/four-essential-traits-of-inclusive-leaders), Fast Company, November 2022 [https://www.fastcompany.com/90814406/four-essential-traits-of-inclusive-leaders]

[How to Become an Inclusive Leader](https://www.youtube.com/watch?v=1MaFOGEPpOo), (TedX Talk), Meagan Pollock, PhD, YouTube (~11 minutes) [https://www.youtube.com/watch?v=1MaFOGEPpOo]