



# Mineral



## Question of the Week

August 6, 2025

### Question

We have several employees who seldom speak up during meetings. How can we encourage them?

### ANSWER

Employees may be hesitant to speak up during meetings for a variety of reasons. They might not know whether they should or how much time they can take. They might need a few moments to gather their thoughts before responding to new information. They might feel speaking up isn't worth it or worry about saying the wrong thing. Here are a few ways to address those issues and encourage greater participation:

- When planning meetings, always include time for discussion and questions. Add this time to the agenda and don't skip it. If you think you'll run out of time, consider removing or tabling an agenda item so there's still time for discussion.
- Share the agenda ahead of the meeting. Not everyone feels comfortable sharing their thoughts on the spot. Giving employees time to review the agenda ahead of time allows them to prepare their thoughts and feel more confident when contributing.
- Acknowledge and express appreciation when employees speak up. A simple thank you goes a long way. Ask follow-up questions to show you value their input. If the matter raised can't be immediately answered or considered, let the employee know when you'll get back with them. If their input leads to change, give them credit for the idea.

- If you host remote meetings, make sure someone is watching the chat. Employees who may not be comfortable cutting in or holding the floor *out loud* may still be trying to contribute via the meeting chat.

These small actions can make a big difference in building a meeting culture where everyone feels comfortable contributing. For more meeting guides, check out our [Effective Meetings Checklist](#) on the platform.

*This Q&A does not constitute legal advice and does not address state or local law.*