Is this meeting deaf aware?

Have you checked in advance if anyone needs communication support?

Have microphones and loop systems been switched on?

Sit in a horseshoe shape, so all attendees can see each other and identify more easily who's speaking.

During a teleconference, make sure you say your name before speaking.

Use a meeting agenda to give a clear reference point for everyone to follow.

Put your hand up before speaking, so everyone can identify the speaker.

Make sure only one person is talking at a time.

When you're talking, make sure you speak clearly and don't cover your mouth.

Visit our Employers’ Hub to find out more about supporting people who are deaf or have hearing loss at work.

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#WorkingForChange