



STAYCONNECTED

Identifying barriers to digital inclusion

Visibility framework – discussion
questions worksheet

Participant name	
Date	
Team/group	

1. Understanding visibility challenges

Question 1: Think of a recent hybrid meeting where some team members were less visible (e.g., remote participants). What factors contributed to this lack of visibility?

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Question 2: How did the lack of visibility affect communication, engagement, and decision-making in the meeting?

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Review the visibility dimensions outlined in the STAY CONNECTED toolkit (pages 51-52)

Dimension	Physical vs. Virtual
Reflective question	How do physical vs. virtual settings affect your ability to "see" and "be seen" in meetings?
<p>Your answer goes here – <i>(Describe how being remote or in-person has affected your ability to contribute or feel included in meetings)</i></p>	

Dimension	Direct vs. Indirect
Reflective question	Are there communication channels in your workplace that lead to indirect visibility?
<p>Your answer goes here – <i>(Reflect on how communication methods (e.g., emails, calls, chats) have impacted your visibility and presence in discussions)</i></p>	



Dimension	Observed Roles
Reflective question	Are managers or certain colleagues more visible due to their roles? How does this affect collaboration?
<p>Your answer goes here – (<i>Explain if certain roles (e.g., managers, team leads) tend to be more visible and how that affects collaboration and participation</i>)</p>	



Question 1: Have you noticed any instances of proximity bias in your team meetings? Describe an example

Question 2: What steps could be taken to prevent proximity bias in hybrid work settings (e.g., using co-hosts, rotating speaking roles)?



Question 1: Based on today's discussion, list three strategies your team can implement to improve visibility in hybrid meetings

Question 2: What tools or resources (e.g., shared documents, digital check-ins) could enhance visibility and inclusivity during meetings?

Next steps for take action

- Reflect on the identified challenges and implement at least one strategy in your next hybrid meeting
- Share feedback with your team after implementation to evaluate the effectiveness of the strategy



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