

# Making Global Work...Work

A practical writing sample for inclusive global collaboration.

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## Tips and actionable strategies for inclusive collaboration

In global and cross-functional work, inclusion is essential for effective collaboration. Whether teams are navigating time zones, cultural differences, communication styles, or regional working norms, small adjustments can make a big impact.

The goal is simple: help every person contribute fully, even when the team is spread across locations, schedules, and communication preferences.

### Time zones: fair for everyone

Cross-functional teams work best when all voices are included, regardless of location. A meeting time that is convenient for one region may consistently exclude another. Inclusive planning means sharing the inconvenience and creating other ways to contribute.

- Rotate meeting times when a recurring meeting includes multiple regions.
- Use regional representatives when one global meeting does not work for everyone.
- Summarize key decisions, action items, and open questions in meeting notes.
- Use asynchronous tools, shared documents, and Slack updates to capture input.
- Share structured agendas in advance so team members can prepare.

Instead of scheduling every recurring meeting for the same region's convenience, rotate meeting times or ask a regional lead to run a second session using the same materials and shared notes.

### Cultural inclusion: clarity, respect, and real feedback

When people work across cultures, clear communication and respect build stronger teams. Inclusive collaboration is not about guessing what everyone needs. It is about creating habits that make participation easier and reduce unnecessary confusion.

- Be mindful of regional holidays and observances when setting deadlines or meetings.
- Use clear, precise language and avoid idioms that may not translate well.
- Invite feedback from all regions so decisions do not reflect only one perspective.
- Assume positive intent when tone, phrasing, or response time feels different.
- Pause before responding so people have time to process and contribute.

For example, instead of saying, "Let's touch base later," say, "Let's meet again on Friday at 10 AM PT." Clear language helps everyone understand the same next step.

## **Inclusion in action: advocate, do not just participate**

Inclusion becomes part of team culture when people model it, name gaps, and build better systems. It is not only a meeting guideline. It is a practical way to help the whole team do better work.

- Model inclusive behaviors through agendas, rotating meetings, and global input.
- Speak up when meeting times or workflows consistently exclude certain regions.
- Ask whether the format is working for the team and adjust when needed.
- Share resources and encourage continuous learning around inclusive communication.

## **Making inclusion an everyday practice**

Inclusion helps ensure that everyone, regardless of location or background, can contribute fully. Small shifts in meeting design, language, timing, and follow-up can create stronger collaboration, better engagement, and clearer outcomes.