

SPEAK UP HR — DESK ACTION CARD (WEEK 2)

WEEK 2 MINDSET: TAKING SPACE IS PROFESSIONAL

Jumping into a conversation is not aggressive—it is taking responsibility. When you have key HR input or need clear information, sitting silently hurts the team. Claiming your turn is how you contribute your expertise.

STEP 0: THE 2-SECOND PHYSICAL ANCHOR (Under the Desk)

Run this quick physical check BEFORE jumping into a fast-moving discussion. Grounding your body keeps your voice steady when you interrupt.

STEP 1: CLAIM THE TURN (Entry Hooks)

Use one of these direct phrases to pause the speaker and take the floor cleanly:

- ♦ "Can I jump in here for a moment?"
 - ♦ "Let me pause you there..."
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STEP 2: DELIVER YOUR CONTRIBUTION (Choose Option A or B)

OPTION A: ADD YOUR POINT (Anchor HR Perspective)

Use this when you need to state a clear HR priority or set a boundary:

- "From an HR perspective, our main focus is..."
 - "To add to that point, [X] is our priority right now."
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OPTION B: ASK A CLARIFYING QUESTION (Steer & Check Facts)

Use this when you need to narrow down broad topics or clarify scope:

- "Before we move on, what is our exact timeline for [X]?"
 - "To clarify, is this issue affecting all teams or mainly [Department X]?"
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THE WEEK 2 GOLDEN RULE

Anchor your body → Claim the turn → Add your point OR ask a clarifying question.