



## VSGN LEADERSHIP SERIES MINUTES

September 6<sup>th</sup>, 2018

Topic: How to engage attendees and manager “over-sharers”

Present: David Morrill, Kathleen Phelps, Melanie Hutchins, Teena Hittie, Nathalie Grondin, Elimaris Fuentes, Grace Iryna, Tom, Meredith, Cynthia Ryan

1. Some problems:
  - a. Over-sharers
  - b. People who dominate the conversation
  - c. Going off-topic
  - d. No one speaking up
  - e. Story-tellers
  - f. Know-it-alls
2. Discussion:
  - a. Re: going off topic – be flexible; know when to bring the discussion back to the topic; acknowledge the value of the person’s topic.
  - b. Re: no one speaking up – ask one specific person if they have something to share; setup guidelines so people can say “pass” if they don’t want to talk; have questions to see the discussion; ask people what they want to get out of today’s meeting; recap what has been said.
  - c. Re: storytellers – start meeting with intros that have a time limit; use firm but supportive statements to move the discussion along (e.g. “we need to move on because of time constraints” or “we want everyone to have a chance to speak”).
  - d. Re: over-sharers – start meeting by reading guidelines; include time constraints (e.g. please don’t talk for longer than 2 minutes at a time so everyone has a chance to speak”); give people a sheet that has a step-wise approach to sharing their story; have the leader ask specific questions rather than allowing people to share their whole story; start the meeting by handing out small notecards where people can write one thing they want to share.
  - e. Re: know-it-alls (a.k.a. “fixers”) – redirect by validating their statement and how much they have to share; suggest the people can talk to them after the meeting if they want to learn more; remind people to always check with their doctor before trying something new, and refer them to the VeDA website for conclusive info.
3. Other helpful suggestions:
  - a. Welcome new attendees; ask over-sharers to take on this role.
  - b. Ask people for feedback – e.g. did you get what you needed at today’s meeting?
  - c. Explain abbreviations and special language the group may use.
  - d. Have a flip chart or white board to write things down on during the meeting.