Promote participation: Examples of things one might say to broaden input on and facilitate progress

<u>**What to say…**</u>

<u>**If someone talks too much**</u>

- Thanks for adding to the discussion - that was very helpful, does anyone else have something to add/ say?
- Let me quickly paraphrase to make sure we understand, and then we can hear from others
- Hold that thought!
- Remember our ground rules – watch air time so everyone can participate

<u>**To expand participation (get quiet members involved)**</u> (but remember, 'OK to pass' rule)

- What do others think?
- Does anyone feel differently?
- (Name) It looks like you were going to say something?
- Let's go around the room and hear from everyone about this.
- Remember our ground rules – watch air time so everyone can participate

<u>**If group gets off task for too long**</u>

- It seems like we are shifting from topic A to topic B - let's hold that thought for now and bring it up again later.
- We have XX minutes left to discuss this item – can we focus back in? The question/ issue we are addressing is "_____".
- I'd like to better understand – would you help me see how this relates to our current task/issue
- Is this an item/issue/topic we should put on our "Parking Lot"?

<u>**To address unnecessary conflict, get unstuck:**</u>

- We're not asking people to agree – we want to get all views on the table. Every point of view is valuable
- It seems we are stuck – does the group have any suggestions as to how to move forward?
- Let's take a break and come back in 5 minutes.

<u>**If an important matter gets raised that may require more than allotted time**</u>

- Shall we create more time to discuss this topic now by dropping/postponing another item on the agenda?
- Shall we make this a main topic for our next meeting?
- This is more complex than anticipated: Is this something a subgroup should work on and bring back to us later?
- Do we need more knowledge/resources/ etc before to consider this more fully? What is a good next step to more this forward