Overcoming Challenges at Meetings



Talking over each other	“Let’s pause - one voice at a time.”
Rising emotions	“I can hear this is important- let’s slow down.” “Let’s slow the pace so we can hear each other clearly.”
Feeling unheard	“Can someone restate what was shared?”
Drifting off topic	“Let’s return to the agenda; I’ll note this for later.” “Let’s bring the conversation back to the agenda item.”
Making assumptions	“Let’s ask for clarification rather than assume. I’m hearing ____. Is that accurate?”
Group is stuck	“Let’s name the perspective and find one small next step.”