



Checklist 11: Give Space

This checklist helps you monitor your skills and identify areas for improvement in creating a more open dialogue:

Facilitating Openness in Conversations:

- Clear Framing and Questioning:** Ensure that you frame your discussions clearly and pose open questions from an engaged, active stance.
- Physical Space:** Use your posture to create space; leaning back can signal openness and give the other person physical and metaphorical room to express themselves.
- Embracing Silence:** Allow silences to occur naturally within the conversation and learn to be comfortable maintaining them, even if they feel awkward.
- Minimal Interjections:** Utilize short interjections like "and" or "so" to gently prompt the other person to continue, without taking the floor from them.
- Reflective Language:** Employ questioning and tentative language to encourage further discussion and show that you are open to hearing the other person's perspective.

Encouraging Participation in Meetings:

- Positioning:** Choose a less dominant position at the table to make others feel more comfortable speaking up.
- Self-Restraint:** Consciously hold back from dominating the conversation to allow space for others.
- Encouraging Courtesy:** Maintain a polite demeanor, avoiding any behavior that could be perceived as threatening, such as posing abrupt or challenging questions.
- Engaging Quiet Participants:** Actively encourage those who are typically reserved to share their thoughts more frequently.

Personal Reflection:

- Addressing Biases:** If applicable, identify any limiting beliefs you hold about passive individuals and work on allowing them more space to express themselves.
- Listening Skills:** Practice keeping quiet more often to better listen and understand others' contributions.
- Presence:** Focus on simply "being" in the moment during discussions, without seeking distractions.
- Creating Safety:** Be mindful of your actions and words to ensure you are creating a safe and welcoming environment for others to speak.