

10 Tips for Getting Full Participation In Meetings



1. Monitor your own level of contribution to make sure you don't dominate the discussion.
2. Being positive and encouraging about the things people have to say.
3. Consider recording people's contribution on a flip chart.
4. When you sense there's a lot of interest in discussing a point, start watching and listening for everyone who wants to contribute. Then acknowledge them with eye contact and a nod by saying, "Let's hear from Rob first, then Sue, then Tonio."
5. To get input from everyone, go around the room asking for each person's input. But remember this can be a time-consuming activity, so use it only for important matters.
6. Watch for body language signals. If a person is leaning forward that may mean he/she wants to contribute. Go and ask, "Phil, do you have a point to make?".
7. Call on those who have not contributed, if appropriate.
8. Remember that silence doesn't always mean that a person is not participating. Be sensitive to a person's need to listen. Break the group into pairs or trios and have each group report back.
9. Don't rush to vote or make a decision before you've heard all points of view.
10. Remember to be an active listener