EFFECTIVE COMMUNICATIONS DURING AND BETWEEN MEETINGS

6 Degrees of Connection
1. Make the purpose, goal, and topic the driving focus of conversation. There is a shared responsibility for staying on topic and respecting time boundaries.
2. Listen and make sure you have understood what the person who spoke before you meant.
3. Accepting that all ideas are valid, and that everyone is doing the best that she is capable of at this time. This means we validate each person’s reality as deserving to be heard and recognized. This does not mean agreeing with an idea when you don’t.
4. Be candid. Share your perspective when you disagree while still respecting that there are various perspectives possible. This can encourage discovery of new ways of seeing things or new ways of functioning as a peer group.
5. Build on each others’ ideas when you are inspired by someone’s comment or you have a thought that gets triggered by someone’s thinking.
6. Listen for themes and periodically summarize the information that has been shared.

6 Degrees of Separation
1. Monopolizing the conversation and not allowing balanced dialogue among members.
2. Asking leading questions that push someone to reveal more than she is offering.
3. Not taking another member’s input seriously. Discounting or judging another woman’s ideas. Letting the input of the person who speaks before you get lost.
4. Giving advice with an expectation that the other woman uses it, rather than offering it as an idea to consider. Believing that you are there to rewrite or edit the choices or thinking of another person.
5. Generalizing or making assumptions goes beyond the facts and can be inaccurate.
6. When dissatisfied with the group process or a dynamic in the group, you complain and blame when you are outside of the group, rather than using the processing time at the close of a meeting for identifying suggestions for how the group can work more effectively.