



TIPS FOR MANAGING SOMEONE DOING ALL THE TALKING

- 1. Wait for them to pause.** Sometimes a person who's inclined to be overly talkative in meetings isn't aware of what they're doing--or maybe they're nervous. If they stop to take a breath you can quickly jump in. Thank them for their input, summarize one or two points they've made, and say *"let's move on and hear from someone else"*.
- 2. Be more direct.** Set ground rules at the start of the meeting. *"Let's get one idea from each person so that everyone gets a chance to talk"*. Get everyone to write down a couple of ideas on paper. Then go around the table and ask for one idea at a time from each person.
- 3. Interrupt them.** When they keep talking, stop them. You don't want to be too abrupt or bossy. *"I don't mean to interrupt you", or "Sorry to cut you off. Let's keep moving around the table so we hear what other people think"*.
- 4. Ask someone else for their opinion.** *"We've heard some good points from Bill. Thanks Bill. Now we'd like to hear from someone else. How about you, Beth? What do you think?"*
- 5. Re-direct the group's attention.** *"We've heard a lot of good ideas from this side of the table. Now let's move to the other side. Any ideas from the other side of the table?"*
- 6. Use body language.** Hold up your hand while you say *"I've got to stop you there, Bill. We want to let some other folks get a chance to add their ideas. Thanks."*
- 7. Speak to the talkative person in private.** During a break ask to speak with them alone. *"I wanted a minute to talk to you, Bill. I'm not sure if you've noticed that you're doing a lot of the talking. You've got some good ideas. But I want to give everyone a chance to contribute. How does that sound?"*