

# 2019 Summer Institute on Implementation Science

## Guidelines for Dialogue

**Be present and listen deeply.** Take advantage of our time together by limiting distractions. Barring any high-priority communication related to work or family, strive to minimize use of phones/devices. Likewise, instead of spending the time thinking about what you're going to say, focus on the person who is speaking. Strive to achieve a balance between listening and reflecting, speaking and acting

**Step up, step back.** All voices in the room matter. If you find you're talking a lot, step back and allow others to speak. If you're not sharing and feel comfortable, please join in. All sharing is voluntary.

**Try both/and statements** to expand your boundaries and layer a conversation instead of correcting, interpreting, or debating what others say

**Use "I" statements** so as to only represent yourself and your opinions

**Take care of yourself.** You can always leave a room if you need a snack, to use the restroom, to deal with a family matter or to be in a different space.

**Hold confidentiality.** Please do not record, post, or share content on social media during group breakout sessions. If talking about the session later, you can share what you learned in general but please don't quote or attribute something to a specific person. Respect the need for people to have a place to be open and honest and make mistakes.

**Identify assumptions.** Our assumptions are usually invisible to us, yet they are the foundation of our worldview, and thus our decisions and our actions. By identifying our assumptions, we can then set them aside and open ourselves to other possibilities.

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