

## Gatekeeping

### Information Processing: Explore and Discover

#### PROCESS

- A member notices that a colleague has not talked.
- The member says, “[Name], I’m aware you have not talked for a while. Is there anything you would like to add?”

#### ALTERNATIVES

- “[Name], I know you served on a committee addressing this. Do you have anything you’d like to say?”
- “[Name], from where I’m sitting, your eyebrows look furrowed. Any comments you’d like to make?”

#### TIPS

- Phrase the questions so that the colleague can gracefully decline to speak.