

# OVER SHARING PERSONAL OR ACTIVATING INFORMATION

Navigating the sharing of personal information in meetings can be a delicate balance between upholding confidentiality, authentic engagement, all while maintaining emotional safety. Considering the potential for oversharing with any emotionally sensitive topics that might arise, this is a proactive skill facilitators should practice.

## WHAT THIS IS ABOUT

### A Brief Introduction

Managing the sharing of personal information in meetings involves setting clear boundaries to safeguard confidentiality while promoting a supportive environment where participants feel comfortable sharing. It's important to remain mindful of the potential impact of emotionally sensitive topics and the risks of oversharing. It's about balance and inclusion.

## THINGS TO SAY

### Example Facilitator Script

*"We value everyone's privacy and understand the importance of feeling safe and respected when sharing personal information. While we encourage open dialogue, we also recognize the need for confidentiality. Additionally, we encourage sharing on a 1-5 scale with 1 being minimal and 5 being maximum, we aim to keep anything that may feel activating for ourselves and others around a 1-2 whenever possible."*

## THINGS TO DO

### Tips for Managing Group Dynamics

#### 1. Establish Confidentiality Guidelines:

Clearly communicate expectations regarding confidentiality and the sharing of personal information, which can be included in group agreements. Emphasize the importance of respecting privacy and personal boundaries for the safety of all participants and facilitators as well.

#### 2. Provide Structured Prompts & Agendas

Guide discussions with structured agendas and prompts to ensure that conversations remain focused and relevant, while also minimizing the risk of oversharing and emotionally sensitive topics. Although some meetings may require flexibility to allow for open discussion, providing participants with an agenda and facilitators with pre-arranged topic guidance can help maintain a safer environment for sharing.

#### 3. Model Boundaries & Redirect When Off Topic

Lead by example, selectively sharing personal information contributing to the conversation while respecting personal boundaries and others' emotional well-being. Redirect Off-Topic by gently guide discussions back to the agenda, reminding participants of objectives and encouraging connections to broader themes

#### 4. Offer Support

Be proactive in offering support and resources for those who are emotionally affected by the discussion, or when participants experience 'big emotions' during meetings. Provide opportunities for private conversations with facilitators or referrals to appropriate support services to ensure the well-being and comfort for all.



## KEY CONCEPTS

- Confidentiality Guidelines
- Structured Engagement
- Boundary Setting
- Emotional Safety



Promoting Prevention.  
Committed to Wellness.

Reference

Halliday, V. (2016). Managing Chapter 8 group interaction and how to overcome challenges. *How to Facilitate Lifestyle Change: Applying Group Education in Healthcare*, 150. Chpt 8.4, Pg. 153,