*Civility Self-Reflection Tool*

**Civil Discourse and Difficult Decisions**

*Please Complete Prior to the Start of the Program*

**Instructions:** Please reflect on how you interact with your peers when discussing a controversial topic. Note how frequently or infrequently you engage in the action described, then answer the follow-up questions.

**1. When a conversation gets heated, I contribute to the conversation in a more animated manner, I remain the calm participant, or I withdraw from the conversation.**

Would people say you, typically, are an inflamer, an informer, an inquirer, an influencer, a good listener, or a comedian?

What other roles do people take in heated conversations?

**2. When others disagree about an issue in a conversation, I remain silent.**

If yes, why do you remain silent? Is that a good thing? What would have to occur for you to speak?

**3. I take an active role in creating an environment in which individuals can offer differing opinions.**

If yes, what do you say and do?

**4. I give others my attention when they speak, even when I disagree with them.**

When people are really listening to you, what difference does certain behavior (i.e., eye contact) make to you?

What difference, if any, does it make in the conversation?

**5. When I disagree with someone, I keep an open mind and can put aside what I plan to say next in order to evaluate the opposing view.**

If yes, how do you suspend your viewpoint so that you can consider an opposing or different view?

**6. I can’t control others’ behavior or opinions, so I focus on my own actions and approach to engaging others.**

 Examples?

**7. When I’m speaking, I use silence to get the attention of others.**

How effective is it?

**8. I remain respectful of people, even if they disrespect me.**

Why or why not? Give an example.

**9. I ask clarifying questions during conversation.**

Give examples.

**10. I don’t attempt to control a conversation by talking over others.**

How do you do accomplish that goal?

What happens when you can’t get a word in?

**11. When I get particularly passionate about a topic, I sometimes interrupt the person speaking.**

If yes, how do you manage this? Does anyone else comment on it?

**12. I often have side conversations that could distract the person who is talking to other participants.**

How do you feel when someone does that to you?

**13. I try to listen for what people mean – not just what they say – when I disagree with them.**

How does that work? Does it work?

**14. When others disagree with me, I try to find common ground by identifying any areas of agreement.**

What are some phrases you use to find common ground?

**15. Sometimes I tune out, then realize I’ve repeated something that already has been said.**

How do you feel when someone repeats a point that already has been made?

**16. I make physical gestures that show when I disagree with someone’s opinion.**

How does nonverbal conduct impact the tone and/or dynamic of the conversation?