

## Tips to minimize gossip in a work setting

- Control your reaction (Take a breath and pause before you respond)
- Keep focused on your work
- Be a positive role model by keeping your remarks positive
- When gossip occurs, practice changing the subject. (ie. ask the person what's new in their life?)
- Walk away when the conversation turns to gossip
- Tell the gossiping person it makes you uncomfortable to listen
- Tell the gossiping person you think it would be embarrassing, if the target of the conversation overheard what is being said
- Tell the gossiping person you plan to follow-up with the person, being gossiped about
- Focus on cooperation not competition
- Behave professionally and ask people to discuss their concern openly

