GROUND RULES
for an effective meeting/training

Be prompt in arriving and in returning from breaks.
Come with a positive attitude.

SHOW UP ON TIME AND COME PREPARED

Be present and stay on task.
Listen attentively to others and avoid disruptive side conversations.

STAY MENTALLY AND PHYSICALLY PRESENT

Be patient when listening to others speak.
Treat all participants with the same respect that you would want from them.

SHOW UP ON TIME AND COME PREPARED

STAY MENTALLY AND PHYSICALLY PRESENT

LET EVERYONE PARTICIPATE

LISTEN WITH AN OPEN MIND

THINK BEFORE SPEAKING

ATTACK THE PROBLEM NOT THE PERSON

Be present and stay on task.
Listen attentively to others and avoid disruptive side conversations.

Stay open to new ways of doing things, and listen for understanding.
You can respect another person's point of view without agreeing with them.

Respectfully challenge the idea, not the person.
Honest and constructive discussions are necessary to get the best results.