GROUND RULES
for an effective meeting/training

SHOW UP ON TIME AND COME PREPARED
- Be prompt in arriving and in returning from breaks.
- Come with a positive attitude.

STAY MENTALLY AND PHYSICALLY PRESENT
- Be present and stay on task.
- Listen attentively to others and avoid disruptive side conversations.

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

LISTEN WITH AN OPEN MIND
- 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.

THINK BEFORE SPEAKING
- Seek first to understand, then to be understood.
- Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.

ATTACK THE PROBLEM NOT THE PERSON
- Respectfully challenge the idea, not the person.
- Honest and constructive discussions are necessary to get the best results.