

GROUND RULES

for an Effective Meeting/Training



SHOW UP ON TIME AND COME PREPARED

Be prompt in arriving and returning from breaks.

Come with a positive attitude.

Be present and stay on task.

Listen attentively to others and avoid disruptive side conversations.

STAY MENTALLY AND PHYSICALLY PRESENT



LET EVERYONE PARTICIPATE

Be patient when listening to others speak.

Treat all participants with the same respect that you would want from them.

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.

LISTEN WITH AN OPEN MIND



THINK BEFORE SPEAKING

Seek first to understand, then to be understood.

Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.

Respectfully challenge the idea, not the person.

Honest and constructive discussions are necessary to get the best results.

ATTACK THE PROBLEM NOT THE PERSON



This project was funded using U.S. Department of Agriculture grant funds.
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Suggested Reference Citation:
Institute of Child Nutrition. (2023). *Ground rules for an effective meeting/training*. University, MS.
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08/2023



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