

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.

Be present and stay on task.

Listen attentively to others and
avoid disruptive side conversations.

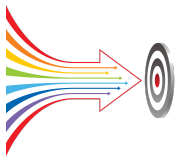
STAY MENTALLY AND PHYSICALLY PRESENT



Be patient when listening to others speak.

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

LET EVERYONE PARTICIPATE



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



Seek first to understand, then
to be understood.

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

THINK BEFORE SPEAKING



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 has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the Institute of Child Nutrition at the University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

The University of Mississippi is an EEO/AA/Title VI/Title IX/
Section 504/ADA/ADEA Employer.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

© 2017, Institute of Child Nutrition, The University of Mississippi, School of Applied Sciences

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These materials may not be incorporated into other websites or textbooks and may not be sold. The photographs and images in this document may be owned by third parties and used by the University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images.

10/26/2017



I N S T I T U T E O F
child nutrition
R E S O U R C E S • T R A I N I N G • R E S E A R C H

The University of Mississippi
97 Jeanette Phillips Drive ~ University, MS 38677
(800) 321-3054 ~ www.theicn.org