

# 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.

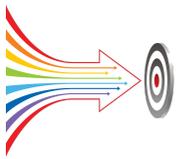
## STAY MENTALLY AND PHYSICALLY PRESENT



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



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