

Suggested Ground Rules for Meetings

- ◆ Everyone participates – NO one person dominates
- ◆ Listen to understand – not to criticize
- ◆ Check your understanding by asking questions
- ◆ Listen without interruption
- ◆ Wait to be recognized
- ◆ Individual's silence will be interpreted as agreement
- ◆ Minimize interruptions and side conversations
- ◆ Turn off cell phones
- ◆ What is said here stays here
- ◆ Challenge problems or ideas – not people
- ◆ Respect each other's point of view
- ◆ Encourage differences of opinion
- ◆ Stay on time and on task
- ◆ Be concise
- ◆ Seek group consensus on major decisions
- ◆ Take private meetings outside
- ◆ If you need a break – take a break

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