

## Ground Rule Examples

- Watch air time – there are fast processors who are ready to jump in right away, and those whose style is to reflect a bit before contributing. Let's pay attention so that everyone can contribute
- Listen generously. Listen fully before preparing your response. Seeking to understand
- One person speaks at a time
- Limit side bar conversations
- Welcome disagreement, different perspectives
- Listen generously; seek to understand
- Observe time constraints
- Paraphrase to confirm what you have heard
- Build on others' ideas
- Be open
- OK to "pass"
- Stay on topic: Use Parking Lot
- Acknowledge "triggers" – we all come from different life experiences and there are times that we use a word or phrases may push a button and shut us down – try to attend to the intent of what someone is trying to communicate and honor that.
- Use "I" statements when sharing opinions, feelings
- You can respect each other without agreeing with each other. It's OK to disagree
- Attack the problem, not the person
- Share your unique perspective and experience
- Stay on point (no need to repeat what has already been said)
- Limit cell phone use
- Take care of self – take breaks, get refreshments
- OK to disagree
- OK to say I don't understand
- All questions are valid and valuable
- What happens in Vegas, stays in Vegas – honor privacy and confidentiality
- Arrive and start on time
- Be prepared
- Stick to the agenda
- Use appropriate humor
- Offer new ways to view problems
- Find merit in others' ideas
- Focus on agenda items
- Listen respectfully