



RULES FOR A GOOD MEETING

© 2006

CODE OF COOPERATION & RESPONSIVENESS

- ▲ Critique ideas, not people; show respect for the views of others
- ▲ Ask honest questions
- ▲ Make clear comments
- ▲ Avoid side conversations
- ▲ Listen with an open mind
- ▲ Focus on functional, constructive controversy
- ▲ Speak for yourself; own your words
- ▲ Everyone is responsible for advancing our agenda

ADMINISTRIVIA

- | | |
|----------------------------------------------|-------------------------------------------------|
| ▲ Where are the rest rooms and telephones? ☎ | ▲ Pretend you're one hundred miles from home |
| ▲ Smoking??? | ▲ What's the rule on confidentiality??? |
| ▲ Room temperature | ▲ Thirty second soapbox? ⌚ |
| ▲ Meeting breaks??? | ▲ Communicate effectively by actively listening |
| ▲ You're not glued to your seat!!! | ▲ Make good decisions |
| ▲ Pagers and cell phones | ▲ Plan for action |
| ▲ When in doubt, review these ground rules | ▲ Enjoy our time together 😊 |