



WORKSHOP GROUND RULES

All participants agree to:

1. Be Respectful

- Listen when others are speaking.
- Do not interrupt and do not participate in side conversations.
- One person speaks at a time.
- Recognize the legitimacy of the concerns and interests of others, whether or not you agree with them.
- Cooperate with the facilitator to ensure that everyone is given equitable time to state their views.
- Present your views succinctly and try not to repeat or rephrase what others have already said.
- Silence cell phones and refrain for using laptops during the meeting, except to take notes.

2. Be Constructive

- Participate in the spirit of giving the same priority to solving the problems of others as you do to solving your own problems.
- Share comments that are solution focused.
- Avoid repeating past discussions.
- Ask for clarification if you are uncertain of what another person is saying.

3. Be Productive

- Adhere to the agenda.
- Ask questions rather than make assumptions.
- Respect time constraints and focus on the topic being discussed.

4. Bring a Sense of Humor and Have Fun.