Collaborative Meeting Ground Rules

1. Turn off cell phones - if you must take a call, please leave the room.

2. One speaker at a time - everyone will have a chance to share their opinions.

3. No side bar conversations.

4. Refrain from negative comments - offer constructive criticism.

5. Honor time commitments.

6. Practice active listening - ask for clarification if needed.

7. Be willing to explore new ideas.

8. Clearly state how decisions will be made.
Everyone participate, no one dominate
Share the airtime
Success depends on participation – share ideas, ask questions, draw others out
Listen to understand
Use I statements
Listen for the future to emerge
One speaker at a time
Seek unity (not separation)
Disagree without being disagreeable
Share your unique perspective
Share your experience (not others)
Speak honestly
Stay open to new ways of doing things
All ideas are valid
Critique ideas, not people
Be positive, non-judgmental and open to new ideas
Remember responsibility and non-defensiveness
Stay at the strategic level (out of the operational)
Everything happens through conversation
Meaning is in the listener
Listen from the “We” but speak from the “I”
Respect each others’ thinking and value their contributions
• Listen for understanding – inquire (ask) before you advocate (persuade)
• Be aware of meaningless abstraction
• Treat everything you hear as an opportunity to learn and grow
• Articulate hidden assumptions
• Challenge cherished beliefs
• With transformation, expect anxiety
• Manage group work
• Show up and CHOOSE to be present
• Staying on schedule is everyone’s responsibility; honor time limits
• State your “headline” first, then the supporting information as necessary
• Be brief and meaningful when voicing your opinion
• Speak your truth, without blame or judgment
• Be intrigued by the difference you hear
• Expect to be surprised
• Allow ever voice to be heard
• Let go of the outcome
• Whatever is said in the room stays in the room
• Ask “what’s possible?” not “what’s wrong”? Keep asking
• Listen with care instead of “building your story”
• Participate 100%
• Seek common ground and understanding (not problems and conflict)
• “Yes…and” thinking (not, “Yes…but”)
• Stay out of the weeds and the swamps
• Listen for the future to emerge
• Have fun