

# 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 every 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