**MEETING GROUND RULES**

Here are some commonly used ground rules (collected from colleagues and meetings we’ve been a part of) you might choose from or get your participants to develop their own.

* 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
* Respect each others’ thinking and value their contributions
* Listen for understanding – inquire (ask) before you advocate (persuade)
* Treat everything you hear as an opportunity to learn and grow
* Articulate hidden assumptions
* Challenge cherished beliefs
* With transformation/ change, 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”)
* Don’t get stuck on the detail
* Listen for the future to emerge
* Have fun!