



Groundrules

Guidelines for working effectively together

How to make the most of the Leaders Lab guide 'Groundrules':

Here is the set of Groundrules we use for all meetings, workshops and training courses we hold with clients. But they are more than just meeting groundrules.

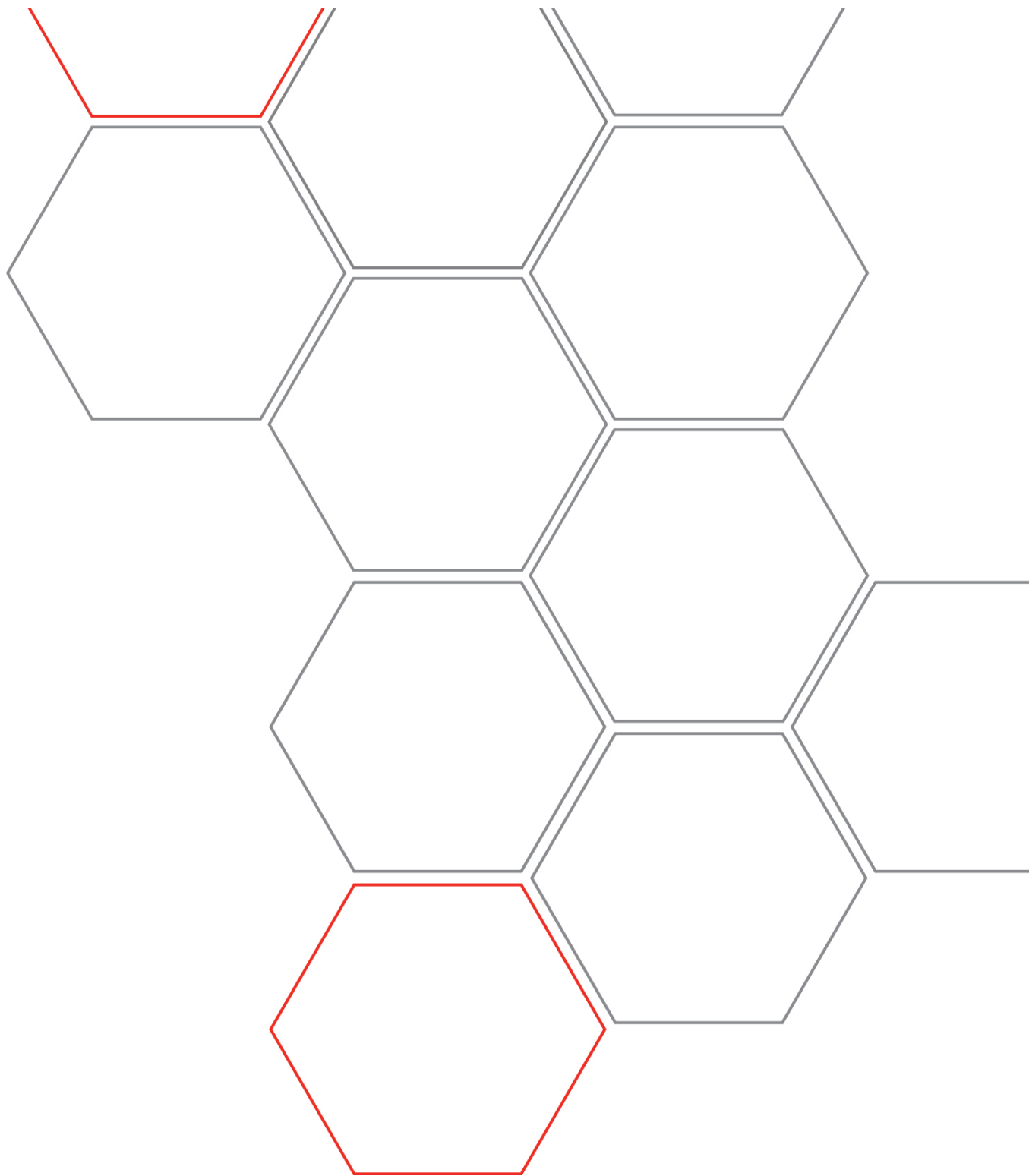
Distilled over many years of experience, they are really rules for working effectively together, and many participants in our sessions take them away to use in their workplaces as 'just the way we do things around here'.

If you decide to use them with your team, make sure people relate to them in this way. They are more than just the 'school rules'; they work in families, offices, factories – all kinds of workplaces. And when people fully commit to them and use them in their daily interactions, relationships and work run more smoothly. Enjoy using them.

For more information on this topic, contact the Leaders Lab team on 01865 881056 or email info@leaderslab.co.uk.

Groundrules

1. Be **present** – ready, on time, mind clear, fully prepared, phones off
2. **Focus** - no distractions - clear your diary, don't do work during the meetings
3. **Speak up** - tell it like it is. Warn if you think what you say will be challenging or 'risky', and be respectful
4. **Make requests and suggestions**, don't complain. No gossip. No 'cheapshots'
5. **Keep your word**. If you say you'll do something, do it
6. **Speak for yourself** – use 'I'
7. **Listen** and hear each other out – no interrupting, one person speaks at a time
8. **Get to the point** - make your point concisely, with respect
9. **Confidentiality** - other people and their issues not to be talked about outside the meeting
10. **Decision-making** by alignment of all involved
11. Be willing to '**park**' **issues** as they arise, to keep on track
12. **Start and finish on time**



LeadersLab



T: 01865 881056
E: info@leaderslab.co.uk
W: www.leaderslab.co.uk
@BeABetterLeader

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