

Groundrules

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

We hope you have found this material useful. If you have any questions on how to use it, we'd be happy to talk you through it.

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