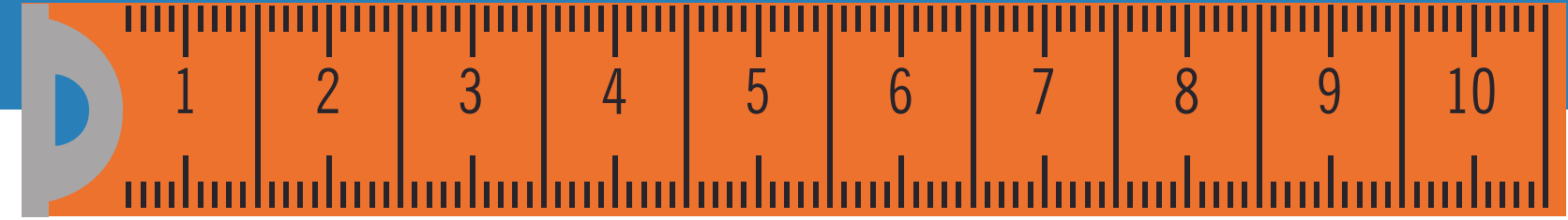


GROUND RULES for Effective Meetings



If you are preparing to lead a meeting, whether small or large, virtual or in-person, consider what ground rules you may need to set the group up for successful interactions. Setting and clarifying group expectations can help the meeting stay on track, ensure you use people's time wisely, and allow everyone to maintain civil, productive dialogue. **Here are a few to consider:**

Extend Respect



Listening isn't simply 'not talking.'
Strive to hear AND understand

It's okay to disagree without being disagreeable

Presume positive intent

Minimize Distractions



Turn off devices that
might ring, beep, buzz or ding

If using technology during the meeting,
make sure it is for the
good of the group

If you must use your device,
step out of the room

Involve Everyone



Be brief so everyone has a
chance to be heard

Stay curious about what others
in the room can teach you

Take good care of yourself

