

# MEETING GROUND RULES

- ◆ Speak for yourself, use “I” statements.
- ◆ Listen to understand, not defend.
- ◆ Speak one person at a time. Do not interrupt. No side conversations.
- ◆ Adhere to time allotted for your topic.
- ◆ Present problems in a solution-oriented manner.
- ◆ Remember to clarify,
  - For your information
  - For your approval
  - For your feedback