



strategic Leadership Institute

✉ P.O. Box 14137, Sinoville 0129 / ☎ + (27) 82 925 4125 / + 27 (12) 567 6512 / 📠 Fax: 086 567 5555
E-mail: admin@stratleader.net / 🌐 Website: <http://www.strategicleadershipinstitute.net>

Suggested **Ground Rules** for Your Meetings:

Here's a collection of suggested ground rules for your meetings. The idea is to use those that would suit your team best (some are a little repetitive), and to get team buy-in for these rules as opposed to imposing them on the team.

- Start / end our meetings on time.
- Put cell phones on vibrate or turn them off.
- No use of laptops except for the note taker.
- If you must take a cell phone call, please leave the room quietly.
- We're all colleagues – let's respect each other.
- Listen as an ally and with an open mind.
- Listen to others and don't interrupt.
- Voice any disagreement with the process immediately.
- If you state a problem, try to offer a solution.
- It's ok to disagree, respectfully and openly.
- Accept the fact that there will be differences of opinion.
- Challenge ideas, not people.
- Attack the problem, not the person- "no blame game".
- No idea is a bad idea.
- Honor the limitations of time, speak concisely.
- Only one person speaks at a time.
- No side conversations during the meeting.
- We will follow an agenda.
- Stay on topic.
- Speak openly.
- No use of foul or rude language.
- Feel free to speak your mind without fear of reprisal.
- Use the agreed-upon common language that everyone can understand.
- Agree on what information goes "out" and what stays in the group.
- Operate on consensus – seek general agreements all can "live with."
- We give the facilitator the mandate to keep us on track.