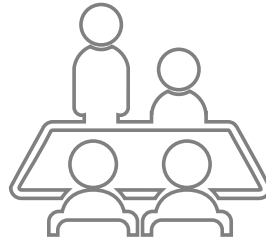


# Ground Rules for Effective Meetings

As **Facilitator** of the Meeting



As **Attendees** of the Meeting

## Before the meeting, I will

Solidify the plan and set expectations  
Select the appropriate attendees



## Before the meeting, we will

Clear schedules for the allotted time  
Get prepared, including any pre-reading requests

## To earn your trust, I will

Place the conversation in the context of your work  
Communicate what I'm trying to accomplish



## We will trust you when you

Provide context  
Clearly communicate what you're trying to accomplish

## To earn your participation, I will

Deliver the information you need clearly & concisely  
Keep the conversation focused and fruitful



## We will participate fully when you

Make it easy for us to do so  
Make it worth our time

## When you speak, I will

Value your input  
Work to understand your perspective



## When we speak, we want to feel that

We are being heard  
You welcome and value our contribution

## When the meeting is over, I will

Summarize and set next steps  
Follow up with you later



## When the meeting is over, we will

Agree to next steps  
Deliver on our promises



**TURPIN**  
COMMUNICATION

Business Communication. Untangled.