

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



To earn your trust, I will

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



To earn your participation, I will

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



When you speak, I will

Value your input
Work to understand your perspective



When the meeting is over, I will

Summarize and set next steps
Follow up with you later



Before the meeting, we will

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

We will trust you when you

Provide context
Clearly communicate what you're
trying to accomplish

We will participate fully when you

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

When we speak, we want to feel that

We are being heard
You welcome and value our contribution

When the meeting is over, we will

Agree to next steps
Deliver on our promises



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