

## Meeting Guidelines

1. I will be honest with you.
2. I will disagree openly – improving relationships demands accuracy not agreement.
3. I will be receptive to giving and receiving constructive and critical feedback.
4. I will not interrupt.
5. I will have respect and compassion for your interests as well as mine.
6. I will begin my statements with “I”.
7. I will take responsibility for my thoughts and feelings.
8. I will listen attentively.
9. I will check out what I am hearing so that we can work on shared meaning.
10. I will treat your time with respect and dignity.