



THRIVING WORKPLACE

Ground Rules: The Greatest Hits

Establishing terms of engagement is a best practice. No matter what you call them, ground rules, operating norms, or terms of engagement, these behavioral statements help individuals in a group know what is expected of each other. Establishing terms of engagement is useful for individual meetings, retreats, and for in-tact groups that meet regularly. You can set the norms ahead of time or, better yet, allow the group to grapple with and select those that are best for them and the topic at hand.

Here is a list of some tried-and-true terms of engagement.

1. Treat each other with respect
2. Ensure equal participation
3. Stay engaged
4. No side conversations
5. Question constructively
6. Focus on ideas, not people
7. Focus on the positive and moving forward
8. Listen to understand before agreeing or disagreeing
9. Speak for yourself
10. Every question is a good question
11. Encourage participation
12. Be open to wild ideas and big moments
13. Listen fully and actively
14. Solicit opinions
15. Voice disagreement
16. Commit to openness
17. Expect participation
18. Listen with an openness to being influenced
19. Listen as if each person were truly wise and sharing some truth that you may have heard before but don't yet fully grasp
20. Unplug
21. No blaming/shaming self or others
22. Stay open to the possibilities – practice both /and (yes, and) thinking
23. Honor confidentiality
24. Share airtime and one person talking at a time
25. Remember why you are here
26. Have fun
27. Encourage wisdom in the room
28. Encourage inquiry and discovery rather than advocacy and advantage