

Here we value respectful dialogue, please . . .



CGD's Vision: a Culture of Respect & Belonging

<https://www.cgd.ucar.edu/about/diversity>

Revised June 2023

| Norm | Meeting Agenda and Action |
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| Share the Air OR Share Speaking Time | MEETING AGENDA: specify time for individuals with different and varied perspectives ACTION: Designate a facilitator (who encourages sharing). Speak concisely when it's your turn. |
| Show Appreciation & Acknowledge Teamwork | MEETING AGENDA: Include bright spots as an agenda item; create collaborative time during meetings ACTION: Include your team member's name on your slides, name who provided you with the idea |
| Listen to Understand | MEETING AGENDA: everyone summarizes ; write and share meeting minutes ACTION: Ask real questions to learn more , not to argue - for example, "Tell me more" |
| Communicate Context | MEETING AGENDA: Items or discussion start with background information ACTION: Describe the goal/purpose of the conversation/meeting |
| Value New Ideas & Encourage Innovation | MEETING AGENDA: specify time for new ideas/innovation, ACTION: "Tell me more," and build on others ideas - "yes, that's great , and.... (not but) " |
| Offer Constructive Feedback | MEETING AGENDA: make time for review and reflection |