

*Here we value respectful dialogue, please...*



**CGD's Vision: A culture of Respect & Belonging**

[www.cgd.ucar.edu/diversity](http://www.cgd.ucar.edu/diversity)

**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**

ACTION: ask "what worked well?" Check your understanding. Ask "what feedback would be meaningful?"