

Here we value respectful dialogue, please . . .



CGD Meetings Behavior Expectations

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