

# Meeting Guiding Principles

## *Process Agreements*



- **Commit to Learning:** Attempt to approach discussions with curiosity. Ask how, why, what and offer open- ended questions
- **Listen Actively:** without interrupting & with an ear towards understanding what is most important; avoid side conversations that make it difficult to maintain attention and focus
- **Participate:** in ways that encourage ALL VOICES to be heard ("step-up/step-back")
- **Seek Clarification:** Suspending judgement while clarifying meaning & intent
- **Offer Alternatives/Options/Make Requests:** that strive for mutual gain (meet your interests/needs while keeping the interests/needs of others in mind)