GUIDELINES FOR DISCUSSION

1. Please turn off all beepers/cell phones-make/take all calls out of the room.

2. No side conversations, they are distracting to others and disrespectful to speaker. If you must talk to a colleague, please take the conversation out of the room.

3. State issues/do not “personalize” them.

4. If you state a problem/try to give a potential solution.

5. Explain the reasons behind your statements, not everyone will know why you feel the way you do.

6. Disagree respectfully but openly, not in private. We cannot come to agreement on issues that are hidden.

7. ENJOY THE OPPORTUNITY TO COLLABORATE!!!