

# **GUIDELINES FOR DISCUSSION**

- 1. Be focused and concise, balance participation.**
- 2. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 3. Listen with an open mind.**
- 4. Share openly.**
- 5. If you state a problem/give a potential solution.**
- 6. Explain reasons behind statement.**
- 7. Disagree respectfully but openly, not in private.**
- 8. No side conversations, they are distracting to others and disrespectful to speaker.**
- 9. ENJOY!!!**