

# Suggested Meeting Participation Guidelines

The following suggestions were posted on several occasions by groups that completed the Developing Meeting Participation Guidelines activity:

## **General:**

- Understand and respect the purpose of the meeting
- Try to follow and adhere to the agenda
- Arrive on time for the meeting

## **Positive Contributions:**

- Speak in a respectful manner
- Share ideas but do not dominate the discussion
- Acknowledge the input of others
- Build on the ideas of others
- Ask for clarifications, if required

## **Safe Atmosphere:**

- Members feel free to share their ideas
- Clarifying questions are expected and not viewed negatively
- Disagreement is viewed as natural and healthy
- Suggestions to improve meeting processes are welcomed
- People feel psychologically safe in the meeting

## **Meeting Discussion Guidelines**

The following discussion guidelines were developed by participants based on a post-its activity. The following set of guidelines are simply an example of the type of ideas that a group could generate to help facilitate effective participation.

The acronym LEARN provides a reminder of these group discussion guidelines:

### **LEARN – Discussion Guidelines**

**L**isten for understanding  
**E**ncourage others to contribute  
**A**sk questions and limit “air time”  
**R**eview progress at key times (use flipcharts!)  
**N**ote results and celebrate them