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## WORKSHOP GROUND RULES

There will be many opportunities for meeting participants to engage group discussion. Participants are asked to subscribe to several key agreements to allow for productive outcomes.

### USE COMMON CONVERSATIONAL COURTESY

*Don't interrupt; use appropriate language, no third party discussions, etc.*

### ALL IDEAS AND POINTS OF VIEW HAVE VALUE

*During our initial meetings you may hear something you do not agree with or you think is "silly" or "wrong." Please remember that the purpose of the forum is to share ideas. All ideas have value in this setting. The goal is to achieve understanding. Simply listen, you do not have to agree, defend or advocate.*

### HONOR TIME

*We have an ambitious agenda, in order to meet our goals it will be important to follow the time guidelines given by the facilitator.*

### HUMOR IS WELCOME

*BUT humor should never be at someone else's expense.*

### BE COMFORTABLE

*Please feel help yourself to refreshments or take personal breaks. If you have other needs please let a facilitator know.*

### OTHER?

### SPELLING DOESN'T COUNT

*Research indicates that writing on a vertical surface (like blackboards or flipcharts) actually increases the number of spelling errors.*

### CELL PHONE COURTESY

*Most of the participants have demanding responsibilities outside of the meeting room. We ask that these responsibilities be left at the door. Your attention is needed for the full meeting. Please turn cell phones, or any other communication item with an on/off switch to "silent." If you do not believe you will be able to participate fully, please discuss your situation with one of the facilitators.*

### USE THE MICROPHONE

*We are in a large room with varying acoustics. Please use a microphone so that others can hear you.*

### AVOID EDITORIALS

*It will be tempting to analyze the motives of others or offer editorial comments. Please talk about YOUR ideas and thoughts.*



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## WORKING IN GROUPS

You will spend most of the meeting working in groups. As a group you will be asked to analyze or develop ideas, keep track of the issues you develop then make a report to the larger group. Each group will need:

**Facilitators/ Leaders:** DWR Staff or Facilitators will be available to work with most of the groups. In the event a staff is not available, one or more members should ensure that the group stays with the assigned task and that all participants have an opportunity to share ideas. This person and all group members should ensure use of the ground rules.



**Recorder:** Ideas will be shared on flipcharts. Information from the charts will be used to make reports AND used later to transcribe the proceedings of the meeting. Ask the staff if you need help with this. For each set of questions please:

- A. Put Table # and Page # on each sheet
- B. Note the issue being addressed
- C. Prepare Summary Sheet for the reporter

**Reporter:** Someone will report on behalf of the full group.

- Will summarize table conclusions from Flip Charts
- Should not be a facilitator or staff
- Must speak into microphone
- Limit presentation to time allotted by Large Group Facilitator

**Time Keeper:** All activities will involve specific blocks of time. In order to complete tasks, one group member needs to keep track of time.

**Personal Worksheets:** In addition to the group notes, you may wish to make more in-depth individual or organizational comments. Extra workbooks will be available in each group to do this. These may also be turned in at the end of the session. If you are willing to include your name and contact information, it will help the person preparing the notes in the event they have questions.

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