



Ideas for City of Lincoln Drainage Criteria Manual Provisions Guidelines & Ground Rules

(Mutually Agreed upon Aspirations and Facilitator Enforced as Appropriate)

What GUIDELINES or GROUND RULES do you need to HAVE A SAFE and PRODUCTIVE CONVERSATION?

- Follow the agenda.
- Start meetings on time and end meetings on time or early.
- Meetings will begin at noon. Lunch will be available at 11:45 am. Meetings will end not later than 1:00 pm.
- Listen first to understand before seeking to be understood.
- Be curious and open to learn. Speak for yourself. Communicate your own truth.
- Engage in one conversation at a time; keeping to an agreed upon agenda, tasks and topics.
- Allow for one person talking at a time in a respectful manner to all present.
- Participate and commit yourself to the process of being open and gathering information.
- Share ownership of comments, ideas, options, proposals, thoughts and any recommendations.
- Be fully present and of the moment. Freedom to express ideas openly is required.
- Please set mobile phones, pagers, radios & computers to vibrate or silent during the meeting.
- Act with professional courtesy and respect towards others with no personal attacks on others.
- Have a balanced conversation: inquire with a curious open to new ideas mindset, acknowledge the other, and kindly and respectfully advocate your ideas with “I messages”
- Focus is on the future
- Any and all process concerns must be raised ahead of time or immediately when they occur

What ideas do you have to support productive meetings?