



FIRST THINGS FIRST

Ground Rules

- Seek first to understand, then to be understood.
- Stay focused.
- Make statements, then invite questions.
- Focus on interests, not positions.
- Assume good intentions.
- Share “air time” with all members.
- Test assumptions and inferences.
- Share relevant information.
- Make decisions after full discourse. Fully support decisions by the group.
- Share decisions, not certain discussions. Agree on what will be shared.

Adapted from *The Skilled Facilitator: Practical Wisdom for Developing Effective Groups* by Roger Schwarz. Published by Jossey-Bass, Inc., 1994.