**A logo for a microphone

Description automatically generatedGROUND RULES (If possible, write these on posterboard and post them so everyone and see them or give people a copy to follow as you explain them.)**

**SAY: As a facilitator, my job is to ensure a conversation that will benefit all of us. To that end I have some ground rules for us to follow.**

**1. Confidentiality**

**Confidentiality is what makes this safe space to speak. What is said in this group is confidential. When you leave, it is OK to talk about what we talked about, but don’t attach anyone’s name to what was said, their reactions, or to their presence here.**

**2. Be respectful. Keep an open mind.**

Please respect the diversity in the room. We may come from

different backgrounds and experiences. Honor what others have

to say. **If you don’t understand what someone is saying, say so**

**and listen to what they have to say.**

**3. Pay attention and stay on topic.**

**It is easy to be a Wandering Wanda and start talking about something not related to the discussion. Realize that I may have to bring you back to the conversation so we can better explore what we are talking about.**

**4. Agree to Disagree**

**Someone may have an idea or an experience that does not coincide with yours. That’s Ok. Simply agree to disagree.**

**5. Participate Fully and Let Everyone Participate**

**Please participate fully in the discussion, but don’t be a Butt-In-Bobby, wait until someone has finished before you speak.**

**6. Can we all agree to follow these ground rules? (On the slight chance that someone does not agree, try to bring them around. If they still cannot agree, they must be excused.)**

**If someone breaks a ground rule, stop the conversation and remind everyone of the rule.**