

Ground Rules

- Please be on time.
- Put cell phones on silent or vibrate.
- Please step out to if you need to talk on the phone.
- Bring your workshop materials every day.
- Turn off laptop computers during presentations (you will be able to use them during activities).
- Be respectful of your colleagues:
 - Please comment positively and with respect.
 - All points of view are worthy of being discussed. Do not underestimate the values or ideas of others.
 - Respect the person who is speaking and give them your full attention. If you have something to say, please wait to be called.
- Questions are always welcome at any time. Questions form discussion and indicate a desire to learn.
- You will be responsible for your own belongings and workshop materials.
- Keep the workshop rooms clean.
- Everyone has the right to “pass” if they don’t feel comfortable answering a question or participating in an activity.