

Agreements

Speak for oneself; Use “I statements”. Own and offer your thoughts and feelings honestly; avoid grand pronouncements or stating positions of others

Practice respect in speaking and listening; accept that others may have different views, without needing to debate or set them straight

Be brief in comments; honor timeframes and refrain from interrupting

Listen carefully, especially when something is hard to accept; suspend judgment

Respect confidentiality: After the conversation, do not attach names to comments made without permission

Allow people to pass, or pass for now, if they are not ready or willing to respond to a question