Guidelines for Meetings

Build Mutual Trust
Treat all participants as equals.
Listen to each other with empathy.
Disagree respectfully.
Work toward greater mutual understanding of the issue.

Develop Mutual Purpose
Everyone is encouraged to participate.
Listening well is as important as speaking.
Explore the advantages and disadvantages of each option.
Focus on moving toward common ground for action.

Evaluation of Meeting

This form is meant to focus attention on the process (not the content) of our everyday interactions to cultivate conditions for mutual trust. Please be mindful of the following questions during the meeting and mark responses at the end for a few minutes discussion at the beginning of the next meeting.

Yes  No
☐   ☐  Do you feel that ideas were shared openly?
☐   ☐  Do you feel that there were unspoken agendas at this meeting?
☐   ☐  Did you silence yourself or feel silenced during the meeting?
☐   ☐  Did you sense that other participants silenced themselves or felt silenced?

This form was designed by the Building Trust group as a continuation of the “Crucial Conversations process”. It is not a data-gathering tool. Using it at today’s meeting is optional. Results will be reported to members of your group only.