

Sample Meeting Norms

- **FOCUS ON THE:**
 - **ISSUE, NOT THE PERSONALITIES**
 - **FUTURE, NOT THE PAST**
 - **INTERESTS, NOT POSITIONS**
 - **OPEN SHARING OF INFORMATION**
 - **STANDARDS, NOT POWER**

- **CONSENSUS:** I believe I understand your point of view, and I believe you understand my point of view. Whether or not I prefer this decision, I support it, because it was reached fairly and openly... and it is the best decision for us at this time.”