

Activity 8-5. Manager script for the 1-hour meeting agenda.

One-Hour Meeting Agenda:

- Review agenda for the hour.
- Ask each person to share their favorite “ways to disconnect” and the opposite action to improve communications (activity 8-2).
- Put both ground rules lists on the flipchart and remove redundancies.
- Ask all participants to sign the ground rules and post them in a public area.
- Ask each participant to share what he or she individually is going to do differently going forward.