



ASK OUTRAGEOUSLY!

Rules of Engagement

1. Be prepared - Unless this is a strategy session, you should know what to report out or questions you have.
2. Delegate - If you can't be there, have someone who knows what is going on and can speak to the topic.
3. DisCo - (Disagree but Commit) Disagree with the action or proposed direction but Commit.
4. Big picture - Get on top of the details and remember to stay strategic and big picture focused.
5. BE HERE NOW – (Physically & mentally present) Focus on discussion and don't do other work. Your PRESENCE and feedback is a PRESENT to the rest of the members of your team.
6. Time (make good use of your time) – no over runs, stay focused and have someone be the time keeper. Take offline discussions if needed.
7. No Side Conversations. Everyone to participate.
8. Be open to new ideas – Accept feedback, don't waste time arguing or debating. Just thank them and let them know you will consider or weigh it.
9. Puzzle: Everyone has a piece of the puzzle - Respect for all. Encourage everyone to express opinions and make sure you participate.
10. Vegas or Casino rule - not everything is “baked” and can be released to you or by you or others. Some things are sensitive or confidential.
11. Educate new people – When new people join our team, share these rules.
12. Follow these rules – Review these rules at every meeting until we master them.

While in no way comprehensive, this list of rules for engaging have worked well in managing meetings and strategy sessions for more than twenty years for all levels. They have been morphed to provide ease of use and represent a compilation of ideas received from facilitators including Kristin Arnold, Sara Michele, Tim Durkin, Dick Grote, and Nadine Bell as well as meetings and facilitation training from ToP, Vistage, AMI, and the National Speakers Association. The most important rules of all are to have your group members discuss and select which rules make the most sense for their group and how they will follow them.