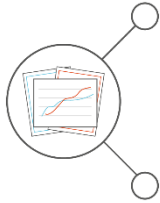


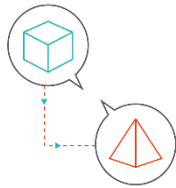
# Good Meeting Behaviours



State **views** and ask genuine **questions**...  
it's OK to be curious!



**Share** all relevant information...  
so we can make informed decisions.



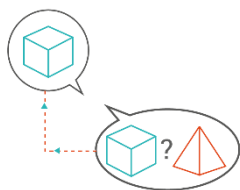
Use specific **examples** and agree what  
**important words** mean...let's be clear!



Explain **reasoning** and **intent**...  
so we understand one another.



Focus on **interests**, not positions...  
to find more agreeable solutions.



**Test** assumptions and inferences...  
to avoid misunderstandings.



Jointly design **next steps**...  
and commit to following through.



Discuss '**undiscussable**' issues...  
by being transparent, curious and compassionate.

Ashorne Hill Management College

Leamington Spa, Warwickshire CV33 9QW

01926488069 | [info@ashornehill.co.uk](mailto:info@ashornehill.co.uk) | [ashornehill.co.uk](http://ashornehill.co.uk)