

## TRAINING GROUND RULES

Keep in mind that as adult learners, participants will respond best when they have the opportunity to set the ground rules for their experience. It is helpful to come up with these as a group so that participants give input and are aware of the expectations. Below are some sample ground rules and suggestions for the process of developing them at the beginning of a training workshop:

- Divide the participants into four smaller groups to create a few rules around the following themes: Diversity, Respect, Confidentiality and Collaboration.
- Each group can write the rules they created on a piece of paper from a flipchart and hang it in the room so that participants can refer back to it.
- Review the workshop ground rules as a large group. Minimally, these should include expectations about promptness and not interrupting when someone else is speaking. It is also advisable to ask all participants to turn off their cell phones for the duration of the workshop.
- Ask participants if they can agree to respect these ground rules. Ask if anyone has any suggested additions or changes to the rules but do not add to or change the rules unless there is a consensus within the group to do so.
- Record any additions or changes on the flipchart paper.

### SAMPLE GROUND RULES FOR TRAINING

1. **Punctuality:** Arrive on time to each workshop session. Arriving late is a sign of disrespect to the trainer and to your fellow participants.
2. **No Disturbances:** Cell phones should be turned off at the beginning of the workshop and should remain off until the end except during breaks. Avoid side conversations – if you are unclear about the topic being discussed or the instructions, please ask the facilitator to clarify.
3. **Respect Others:** Respect each other, yourselves, and the trainer. Do not speak when someone else is speaking. Listen actively. The trainer will be facilitating the discussions with your assistance.
4. **Participation:** You are your own best resource. Much of the content of the training will be coming from you. Each one of you brings a wealth of experience to the program. The workshop can only be successful if it is a two-way process and if everyone participates fully. Give everyone a chance to contribute and encourage others to do so.
5. **Agree to Disagree:** During this workshop everyone must feel free to express opinions and concerns. Please see frank discussions about politics as healthy exchanges rather than personal attacks. There will be a tolerance of differences in

approaches and strategies. Everyone should contribute to a safe/non-judgemental environment.

6. **Ask Questions:** There are no stupid questions. If you do have a question you don't want to ask in front of others, ask it privately during a break. Please do not think any question you have is unimportant.
7. **Give your honest feedback:** At the end of each day you will be given a form for your feedback on making this training better next time. Please be honest! Constructive criticism is appreciated and is the only way that we can improve.