

Team Building

Working Guidelines

Working Guidelines are statements of behavior. When applied, they improve the flow of useful information, help people communicate as equals, value the worth of others, and create a climate for increased effectiveness and enjoyment of work.

I treat myself and others with trust and respect by:

- Behaving in a caring way;
- Affirming publicly and counseling in private;
- Using positive self talk;
- Encouraging and supporting respectful behavior;
- Working toward everyone's advantage;
- Helping people be the best they can be.

I communicate by:

- Focusing on issues, situations, and tasks;
- Being specific;
- Tailoring my communication to the situation.

I work toward understanding, acceptance, and support by:

- Listening, listening, listening;
- Checking out facts and feeling;
- Closing loop on one idea before going on;
- Giving and receiving feedback without blame.

I speak for myself and tell it the way I see it:

- Expressing what I see, feel, know or believe;
- Realizing how events affect me;
- Explaining what I want from others;
- Understanding what it means to me;
- Defining conditions for success.

I suspend disbelief and envision success for myself and others.

I have fun and encourage fun for others