



## **Kansas Tobacco Prevention Workgroup for Specific Populations**

### **Workgroup Ground Rules**

- To attend all meetings and communicate regularly.
- To communicate agenda items in advance of the meetings.
- To start meetings on time.
- To record and capture the group's work.
- To be relevant – stay on subject.
- To invite everyone into the conversation – take turns talking.
- To express concerns. Be real, authentic and say what needs to be said.
- Make every statement a learning opportunity. Welcome advice.
- To disagree with ideas, not with people.
- To build on others ideas.
- To assume there are no fixed ideas or un-discussibles.
- To value lively debate. It can promote quality.
- To work for consensus. No number 1's, i.e., "I hate this and will work to stop it."
- Reach closure on each item and summarize conclusions at end of meetings.