A4TD
ASSOCIATES FOR TRAINING & DEVELOPMENT

ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
SINCE 1983

Network to Work Meetings

Meeting Norms and Etiquette

- Arrive a few minutes early. Meetings will start and end on time.

- Come dressed for an interview.

- Come prepared to participate, take notes, and be fully engaged.

- Come prepared with anything you need to submit – JSALs in particular.

- Turn off or silence your cell phones.

- Keep introductions short – no more than 15 seconds.

- Allow everyone to participate; no one dominates. Stay focused.

- Share the airtime; one speaker at a time.

- No interrupting each other, the speaker, or staff presenting.

- Share ideas and ask questions.

- Be positive, non-judgmental, and open to new ideas.

- Listen to understand; seek clarity. All ideas are valid.

- Be respectful of the meeting leaders and of each other.
    - No sidebar conversations.
    - Disagree without being disagreeable.
    - Critique ideas, not people.
    - Assume best intent.

- Support and encourage one another.