

### *Respectful Communication Guidelines*

- R = take RESPONSIBILITY for what you say and feel without blaming others
- E = use EMPATHETIC listening
- S = be SENSITIVE to differences in communication styles
- P = PONDER what you hear and feel before you speak
- E = EXAMINE your own assumptions and perceptions
- C = keep CONFIDENTIALITY
- T = TRUST ambiguity because we are NOT here to debate who is right or wrong.

### *Mutual Invitation*

- Begin with silence
- Leader or designated person shares first
- After that person has spoken, he/she invites by name another person to share (doesn't have to be the person next to you)
- Allow short time of silence before sharing
- Invite the next person to share
- If not ready to share yet, say "pass for now." You will be invited again later
- If you do not wish to share at all, say "pass"
- If what you wish to say has already been said, go ahead and say it again in your own words. This helps give the group a sense of everyone's perspectives.
- Do not interrupt others. Ask questions for clarification only after they have finished speaking.
- Do not comment about another person's thoughts/opinions.
- Express yourself in terms of "I think" or "I believe" or "I feel".
- Avoid use of "we" and "they" statements.