Ground Rules

* Respect
* Listen
* Courteous
* Open door policy
* Demonstrate employees value
* Know employees personally
* Equal treatment
* Private conversation/talk quietly
* Practice what you preach
* Communicate more often/more often
* Non smartalically communication
* Trust
* Humor
* Adequate level of engagement
* Give examples of what you’re trying to describe
* Say what you mean, mean what you say
* Don’t assume they don’t know what they’re doing
* Be open to receiving input
* Be open minded
* Know that everyone is coming with the best intention
* Provide positive feedback not just negative
* Respect
* Civility
* Feel comfortable for power poses
* Timely feedback
* Direct communication
* Non confrontational
* Constructive feedback
* Listen
* Be considerate
* No favoritism
* No micro managing
* Be approachable
* Be available
* Direct
* Be human
* Care about us as human
* Be accountable

Acknowledge others

* Saying thank you once in awhile
* Give praise
* Don’t jump to conclusion without the fact
* No initimidation factors
* Be mindful of your actions
* Don’t take advantage of others
* Be sensitive
* Speak out
* Provide support
* Stand up for each others
* Enjoy tasteful/peaceful humor
* No pranks

Respect

Be civil

Professionalism

Greet with a smile

Honesty

Courtesy

Sober calm demeanor in crisis

Fairness

Helpful

Positive attitude

Open to new ideas

Share

Constructive language

Frequent feedback

Avoid condescending tones and verbiage

Eye contact

Speak to the employees not at the employees

Not all about you

Be accountable for own actions

Recognition

Consistency

Remember to teach the employees and care about it

Be mindful of your nonverbal body language as in eye-rolling and huffing and puffing

Don’t abuse authority

Listening – active

Be present

Don’t put words in people’s mouths

* Acknowledgement
* Open to conversation
* Respectful
* Truthfulness
* Limiting gossip and limiting confrontation about gossip
* Equality
* Openmindedness to new ideas and tech
* Enphasive positive feed back
* Reprimand in private
* Consistent communication
* More specific information
* Stop building a case against us
* Emphasize policies
* No negative body language
* Lead by example
* Have staff meetings regularly
* Follow through / accountability
* Feel appreciated
* Respect
* Honesty
* Mentoring
* Genuine concern (as a person/employee)
* Be aware of body language/facial expressions
* Be approachable
* Build relationships (avoid defining by title)
* Team player
* Conscious conversation
* Feel recognized
* Be aware of noise levels (when having conversations/providing feedback)
* Empathize
* Humility
* Trust
* Actively listen
* Servitude
* Accountability
* Acknowledgement
* Transparency
* Humor
* A simple hello
* Don’t ignore me
* Make eye contact
* Want questions respected and not dismissed
* Approachability
* No favoritism
* Ask how things are going
* Communicate expectations clearly and reasonably
* Be open with one another
* Caring
* Keep personal problems at home
* Give positive feedback versus all negative
* Give individual success feedback
* Discuss things directly instead of in the open
* Treat us equally
* Focus less on hierarchy
* Don’t make assumptions/assume the worst
* Be willing to admit mistakes
* Don’t be concerned with who made the mistake
* Mentor instead of scold