Review the ground rules for this training programme as set out below.

It is important that all learners agree the general ground rules.

Additions or changes to the ground rules can only be made with the consensus of the group and facilitator(s).

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| **No.** | **Ground Rules** |
| **1** | **Punctuality:**  Arrive on time for training and return on time from coffee break and lunch break. Arriving late is a sign of disrespect to your colleagues and to your trainers. |
| **2** | **No Disturbances:**  Mobile phones to be turned off or put on silent mode for the duration of training.  Avoid side conversations: If you are unsure of anything being discussed in training please ask the trainer to clarify.  Laptops may be used for legitimate training activities i.e. note taking and should not be used for any other purposes during training. |
| **3** | **Dignity and Respect:**  Respect other course learners and the trainer(s).  Do not interrupt others when they are speaking.  Listen actively.  No hostility or personal attack  No strong language.  Encourage free expression of thoughts, views and opinions.  No monopolising.  Agree to disagree:   * Respect others views and opinions and have an understanding and acceptance that there will be differences in opinion. Challenging/disagreeing is welcome but should be conducted respectfully. Critique ideas/opinions and not the person delivering them. * Discussions should be open and frank and should not be seen as personal attack |
| **4** | **Confidentiality:**  All learners bring a wealth of experience to the training.  Matters discussed in training specifically relating to individual experiences/case histories must be regarded as confidential and must not be discussed outside of the training programme. |
| **No** | **Ground Rule** |
| **5** | **Audience Participation:**  Training will only be effective if there is audience participation and if there is a two way process between the trainer(s) and course learners..  Success will be dependent on the inclusion of every individual view.  The course learners bring a wealth of knowledge to the training and therefore contribute significantly to the course content.  Everyone should be given an opportunity and encouraged to contribute to the training. |
| **6** | **Ask Questions:**  All questions, however trivial they may appear to you, are important so don’t be afraid to ask.  If you have difficulty asking a question in the group please ask a trainer during break time.  If the question is related to something that will be covered later in training agree to “park” the question and make a note on the flipchart to remind the trainer of all questions asked to ensure they have been addressed at the end of the training. |
| **7** | **Follow the Agenda:**  The trainer(s) will endeavour to stick to the agenda as set for the programme as far as is reasonably practicable.  The use of the “Park Questions” resource will be utilised to support this.  Audience learnersshould co-operate also in sticking to the agenda as far as is reasonably practicable.  It is inevitable that there will be some divergence from the main topic which will be managed within allocated time resources. |
| **8** | **Provide honest Feedback:**  At the end of the programme you will be asked to complete an evaluation form.  It is important that you are honest in your evaluation as your evaluation will influence future training programmes and can be used to improve future training.  Constructive criticism is important and appreciated as it is the only way we can improve this programme. |

**References:**

(1) <https://www.ndi.org/files/Sample-Workshop-Groundrules.pdf>

1. <http://www.12manage.com/forum.asp?TB=brainstorming&S=39>
2. <https://www.cmu.edu/teaching/solveproblem/strat-dontparticipate/groundrules.pdf>
3. Reference: A.Tysall HSE QID

**REVISION SUMMARY**

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| --- | --- | --- | --- |
| **Rev.** | **Date** | **Coordinator** | **Description of Revision** |
| P0 | 01 February 2017 | Sandy Lu | Approved |