

# Business Meeting Contract



## Meeting Attendees

### We will trust you when you

- ✓ Provide context
- ✓ Clearly communicate what you're trying to accomplish
- ✓ Demonstrate business acumen



## Meeting Facilitator

### To earn your trust, I will

- ✓ Place the conversation in the context of your work
- ✓ Communicate what I'm trying to accomplish (and why it's important)

### We will participate fully when you

- ✓ Make it easy for us to do so
- ✓ Make it worth our time



### To earn your participation, I will

- ✓ Deliver the information you need clearly & concisely
- ✓ Keep the conversation focused and fruitful

### When we speak, we want to feel that

- ✓ We are being heard
- ✓ You welcome and value our contribution



### When you speak, I will

- ✓ Listen carefully
- ✓ Value your input
- ✓ Work to understand your perspective

### If we don't trust you, we might

- ✓ Quietly check out
- ✓ Lose faith in you
- ✓ Avoid meeting with you next time



### If I don't earn your trust, you have my permission to

- ✓ Request that I do better next time



**TURPIN**  
COMMUNICATION