



## Rules of Engagement

Leadership Quest Class of 2023

TALK	LISTEN	ENGAGE
Consider before responding ( <i>awareness</i> )	Actively engage verbally and non-verbally ( <i>be present</i> )	Be respectful about phone/social media -- leave the room if necessary
Be open ( <i>awareness</i> )	Limit distractions ( <i>be present</i> )	Minimize distractions, be present
Be aware of nonverbal communication ( <i>awareness</i> )	Assume a neutral or positive intent ( <i>set aside bias</i> )	Use your best judgment
Enunciate ( <i>awareness</i> )	Believe people's experiences ( <i>set aside bias</i> )	Set aside time for this work
Respect the speaker ( <i>respect</i> )	Allow others to complete their thoughts ( <i>listen more</i> )	Be open to other ideas and possibilities
Communicate in a respectful manner ( <i>respect</i> )	Reflect and check the message ( <i>listen more</i> )	Be curious and interested
Wait your turn ( <i>respect</i> )	Listen to learn	Be attentive to the conversation, your own needs, and other people
Limit or refrain from side conversations ( <i>respect</i> )	Listen to understand	Challenge yourself to TALK and LISTEN
Choose your words carefully ( <i>respect</i> )	Be open-minded with others -- listen actively and openly	Push yourself out of your comfort zone
Challenge respectfully ( <i>respect</i> )	Value other perspectives	Bring your best energy
Be aware of the time you spend speaking ( <i>mindfulness</i> )	Have a growth mindset when listening	Give feedback and accept feedback
Don't be afraid to share ( <i>mindfulness</i> )	Ask clarifying questions	Motivate others
Be present in conversations ( <i>mindfulness</i> )	Listen to what's NOT being said (read body language)	Be inclusive
Provide context & background		Create a safe space for others to participate -- pull others in
Speak from an "I" perspective		Be comfortable with silence and be comfortable being uncomfortable
Own your space but not the room		Be thoughtful of group vs. individual conversations
Be authentic		Ask questions and present solutions
		Connect and convene with each other
		Give each other time to think, reflect, and process