Some common working agreements that often surface in meeting/training groups:

* All ideas are valid
* Differences of opinion are natural and useful
* Speak from own personal experience
* All are responsible for the process
* Everyone gets to participate; be aware of ‘air time’
* Respect confidentiality when appropriate
* Make sure everyone is able to contribute
  + more talkative people: show a little restraint
  + quieter people: your contributions are very welcome
* Only one person speaks at a time
  + put up your hand if you want to speak and wait for your turn.
* Respect each other’s' opinions even / especially if you don't agree with them
* Participate!
* Be conscious of time - help stick to it, or negotiate for more
* Mobile phones off or silenced to minimize disruptions
* Regular breaks where needed