

Participant Guidelines

About the Facilitated Process to Resolve Conflict:

- This is a **cooperative problem-solving** process to work towards an agreement.
- This is a **voluntary** process - you can take a break or leave the facilitated conversation at any time.
- This is a **confidential** process - what is said here stays here and if an agreement is made, it is held in a confidential manner, unless you agree otherwise.

Role of the Facilitator:

- The facilitator does not take sides and stays impartial.
- The facilitator will not make a judgement or a decision.
- The facilitator guides the communication process to help parties come up with an agreement.

Ground Rules:

Each person must agree to participate in **“good faith”**

- Speak openly and honestly
- Listen with an open mind; try to understand the other’s point of view
- Cooperate to solve the problem

Each person must commit to **“common courtesy”**

- Take turns talking and listening; no interruptions
- Do not use inflammatory language or put-downs

Do you understand and agree?

Date and Signatures: