

Ground Rules for Meetings – Yorkshire and Humber Trainee Executive Forum

The trainee executive forum and wider trainee forum is a safe space where trainees can share experiences, ideas or issues for the betterment of the wider trainee cohort throughout the region. All opinions and perspectives are so important for our understanding to make the region the best place to train.

Below are some ground rules to help get the best out of all members and make the most out of each meeting:

- Attend Promptly and be Prepared
- Contribute to achieving the meeting goals. Share your ideas, ask questions, contribute to discussions. Share your perspectives and experience and information you have, speak honestly and openly.
- Stay Present throughout the meeting
- Listen attentively to others and don't interrupt. Share time and listen so everyone can participate and have their voice heard.
- Treat all group members with respect. Value everyone's contributions, thoughts and point of view.
- Listen with an open mind to different ideas– we don't know what we don't know!
- Try to avoid using acronyms, and if so ensure the whole group understands their meaning
- Try to stay on point (this will help the meeting to stay on time!)
- "Attack the problem, not the person". Avoid blame or judgement whilst facilitating constructive discussions about issues.
- Close decisions: Make sure decisions are supported by the group, via a consensus. Jointly design next steps.
- Record issues discussed, decisions made, tasks assigned and deadlines.
- Share meeting reports with meeting participants & outcomes with other stakeholders that should be kept in the loop.
- Identify actions points based on outcomes of meetings and ensure each person takes responsibility for timely action to the agreed timeline.

- Primary correspondence will be via email – please ensure these are regularly checked.
- Agenda for meetings will be sent out with no less than one week prior to the meetings
- Minutes from previous meetings should be sent out no later than 5 days after the meeting to ensure thorough and timely follow up on any tasks.