MEMORY PROJECT

Setting Ground Rules For Workshops

To make sure that your workshop runs smoothly, and is productive it has to be a safe environment for all taking part. You need to discuss openly and collectively agree upon "ground rules" to help make this happen. Below are some sample "ground rules".

SAMPLE GROUND RULES

Here are some ideas to help your group work out their own boundaries.

- *Everyone has responsibility for making the workshop a safe place where people can speak openly about personal matters.*
- *Everyone should have a chance to speak & be heard*
- *The views and beliefs of people from different religions, tribes and backgrounds must be respected*
- *All personal information is confidential and must not be discussed outside the workshop.*
- *Everyone has different levels of knowledge and skills and workshop members must be ready to share knowledge & help each other in practical ways.*
- *Everyone must make a real effort to arrive on TIME!*
- *The workshop leaders MUST be given time to rest, reflect and get ready for the next session. So try not to bombard them in the breaks!*