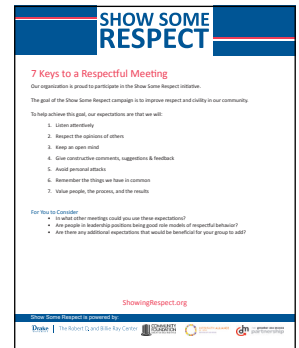


SHOW SOME RESPECT

Tips for a Meeting Moderator

Moderating a meeting with respectful communication

- **Welcome**
Greet participants as they arrive and introduce yourself. Make everyone feel welcome.
- **Set expectations**
Consider using the “7 Keys to a Respectful Meeting” to help set up expectations for respectful meeting.
- **Remind participants of the expectations**
If meeting participants begin to show disrespectful behavior, refer back to the expectations you set at the beginning of the meeting.
- **Set a good example**
As the meeting moderator, you need to role model respectful behavior.
- **Use eye contact**
Be sure look at your meeting attendees when they are speaking.
- **Don't allow anonymity**
Participants will be more likely to follow the meeting expectations when they are asked to introduce themselves before speaking.
- **When in doubt**
If you're unsure how to react to a situation - try asking yourself these questions to help in your decision making:
 - How would I want to be treated in this situation? (The Golden Rule)
 - Would you want your action/decision put on the front page of the newspaper or social media?
 - What action will produce the best possible outcome for everyone involved?
- **Be gracious**
 - Don't be afraid to admit when you've made a mistake.
 - Genuinely thank everyone for their attendance and participation.



Find more tips at ShowingRespect.org

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