



Tips on Business Meetings: Example Groundrules

By Lyndsay Swinton

A top tip on holding business meetings is to use groundrules. You can develop a set of ground rules for a meeting, to ensure that people understand the “terms of engagement” during a meeting. Here are a few example groundrules to get you started.

- Only one person at time talking
- Meetings will start and finish on time
- Confidential information will “stay in the room”
- No jargon or in-talk
- No discussion of ideas until all ideas heard
- Encourage full participation from all attendees
- Keep discussion on topic, and focused
- If you agree to do something, do it.
- If you can’t attend, send a suitable, informed, delegate instead.

You get the idea – you can use some, none or all of these ideas for ground-rules, just make sure they work for the people in the room.

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