

## Yorkshire and the Humber Regional Learners' Panel

### **General ground rules for meetings**

- Punctuality is important – please be on time
- Phones on silent
- Full and frank discussions
- Nothing personal
- Show respect for each other
- No bad language
- Listen to people's views
- Accept that you might be wrong
- Listen first
- Don't waffle!
- Keep it brief
- Don't talk over people
- Disagree, but not for the sake of it
- Acronyms and jargon – feel free to ASK
- Don't be shy
- Be open
- Go to 'old' Panel members for advice if needed
- Provide evidence of what you've done
- Be professional
- Remember and follow these ground rules!
- LEARN
- Enjoy yourself on the Panel!