

PROCESS GUIDELINES FOR EFFECTIVE PARTICIPATION

1. Identify your perspectives, interests and beliefs. Listen for what you can learn about how to negotiate for the other party's perspectives, interests and beliefs.
2. Do not try to change the other person's values and perspectives - show respect for their values whether or not you agree - stay in your own backyard.
3. Recognize your own process needs and respect the process needs of the other.
4. Speak for yourself - use "I" statements.
5. Do not argue.
6. Avoid language that is blaming, sarcastic, judgmental, or accusatory.
7. Allow the other person to speak without interruption.
8. Commit to the fullest development of choice and alternatives.
9. Try to keep anger and emotion out - take a break or time out when you need it.
10. Take responsibility for your feelings, interests and choices.
11. Be effective - measure the value of anything you do by asking whether it is effective in advancing you to your desired objective.