

## Manual of Administration

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Meeting and Training Conduct	<b>Code:</b> AD125
		<b>Date of Issue:</b> November 2001
		<b>Revised:</b> October 2022
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**PURPOSE:** This policy will outline proper conduct for participants in meetings representing Avenue II and internal and external training sessions or presentations.

### **Meeting and Training Conduct:**

- 1 **Be** prompt.
- 2 **Participate** enthusiastically.
- 3 **Share** your experiences.
- 4 **Allow** and **encourage** others to contribute.
- 5 **Listen attentively** to the speakers.
- 6 **Ask** questions when you don't understand.
- 7 **Appreciate** other points of view.
- 8 **Maintain** confidentiality.
- 9 **Confine** your discussions to the topic and discourage side conversations.
- 10 **Respect** others by showing basic professional etiquette.

Failure to adhere to conduct guidelines may result in disciplinary action.