

Manual of Administration

TOPIC: Administration	SUBJECT: Meeting and Training Conduct	Code: AD125
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		Page 1 of 1

PURPOSE: This policy will outline proper conduct for participants in meetings representing Avenue II and internal and external training sessions or presentations.

Trainer requirements: All Avenue II trainers will review this policy prior to starting a training session. In the case of an external presenter, a Manager will ensure they are reviewed prior to starting the session.

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.
 - A. Don't chew gum or eat at the meeting (unless it is a lunch or dinner meeting).
 - B. Don't shuffle papers or sigh loudly.
 - C. Always remove your hat or ball cap.
 - D. Don't tap or click pens or objects.
 - E. Always use appropriate language.

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