When facilitating group discussions, remember your PROCESS

**PARTICIPATE** – Encourage everyone to participate.

**RESPECT** – Ask all individuals involved to approach all others’ comments with respect, even if they may disagree with them.

**OOPS/OUCH** – If someone says something that hurts you, say “ouch.” If you say something you didn’t mean, say “oops.” Expressing these feelings out loud helps to start a productive dialogue about how words/concepts can be interpreted and understood.

**CONFIDENTIALITY** – What’s said here stays here, what’s learned here leaves here. Please keep information shared by group members confidential.

**EMPATHY** – Please always approach your conversations with empathy for the other person’s perspective.

**STEP UP** – Step up if you find yourself not participating as much as others.

**STEP BACK** – Step back if you find yourself participating more than others.

Finish up by asking if there are other rules members of your group want enforced.