

1. Be present
 - a. be here
 - b. start and end on time
 - c. scheduled break
 - d. shared sense of urgency and purpose
2. Be aware
 - a. regular checks of understanding
 - b. self-regulate
3. Follow our Communication Norms
4. Positive Attitude
 - a. keep a growth mindset
 - b. assume best intentions
 - c. keep a positive tone
 - d. be real: courage and candor
 - e. persevere
 - f. use asset-based language
5. Engagement
 - a. listen first
 - b. put ideas on the table
 - c. ask probing questions
 - d. be on task and make eye contact
 - e. communicate needs and be aware of others' needs
 - f. include all voices
 - g. go to the source