



## UNITED NATIONS ASSOCIATION OF THE UNITED STATES OF AMERICA

### Define Learning Objectives

These objectives should involve action words like “discuss, distinguish, understand, explore, analyze”.

Example for the discussion topic “Apologies”: “Discuss whether apologies serve as reparations for damages? Do they always? When don’t they?”

### Ground Rules

The most important part of setting “Ground Rules” is that everyone agrees to them. These are always a discussion before a discussion. Ensure everyone that is part of the discussion can add to them before getting started.

1. **Be mindful of your own behavior.** Notice how you internally are reacting/responding when others speak.
2. **Wait** to be recognized by the moderator before speaking. This allows time – before you speak – for reflection on what the previous speaker(s) have said.
3. **Don’t interrupt** or talk over someone else who is speaking, even when you are excited.
4. **No side conversations.** They are disrespectful to the speaker and distract listeners from the person who has the floor.
5. **Listen for content** in the statements of others, especially when you disagree. Listen for what the speakers are trying to communicate, even if they aren’t expressing their points concisely.
6. **Find common ground.** Identify and call attention to areas of agreement.
7. **Follow the direction of the discussion.** Don’t repeat what already has been said. Relate your comments to those of previous speakers.
8. **Ask questions.** Don’t assume that you know what someone else means. Ask the speaker to help you understand perspectives different from your own.
9. **No demeaning or inappropriate comments, facial expressions, or gestures.** No eye rolling, sighing, or asking personally intrusive questions.
10. **Differentiate between facts and opinions.** Both are valid when expressed appropriately.
11. **Be prepared to say, “I don’t know”.**
12. **“I..” statements are better than “You....” or “They...” statements.**
13. **Share your experiences only if you are comfortable.**