

## GENERAL GROUND RULES FOR TRAINING

To ensure a productive and respectful environment, we ask all participants to agree to the following ground rules. Any changes to these rules must be made with the consensus of the group and the facilitator(s).

Your cooperation is essential for a successful training experience.

No.	Ground Rules
1.	<p><b>Punctuality:</b></p> <ul style="list-style-type: none"> <li>• Arrive on time for all sessions and return promptly from breaks.</li> <li>• Late arrivals show disrespect to peers and trainers.</li> <li>• Avoid sleeping during sessions by eating moderately.</li> </ul>
2.	<p><b>No Disturbances:</b></p> <ul style="list-style-type: none"> <li>• Turn off or silence mobile phones and keep them face down.</li> <li>• Ensure laptops and mobile devices do not disrupt the training.</li> <li>• Do not remove mobile phones from the training room.</li> <li>• Use laptops only for training-related purposes.</li> <li>• Avoid side conversations; ask the trainer if you need clarification.</li> </ul>
3.	<p><b>Dignity and Respect:</b></p> <ul style="list-style-type: none"> <li>• Show respect to all participants and trainers.</li> <li>• Do not interrupt when others are speaking.</li> <li>• Listen actively and avoid hostility or personal attacks.</li> <li>• Use polite language and encourage free expression of ideas.</li> <li>• Respect differing opinions and critique ideas, not individuals.</li> </ul>
4.	<p><b>Confidentiality:</b></p> <ul style="list-style-type: none"> <li>• Treat individual experiences and case histories shared during training as confidential.</li> </ul>
5.	<p><b>Audience Participation:</b></p> <ul style="list-style-type: none"> <li>• Engage actively; training is a two-way process.</li> <li>• Include and encourage contributions from all participants.</li> </ul>
6.	<p><b>Ask Questions</b></p> <ul style="list-style-type: none"> <li>• Ask any questions you have, no matter how trivial they may seem.</li> <li>• If uncomfortable asking in the group, approach the trainer during breaks.</li> <li>• Note questions related to future topics to ensure they are addressed.</li> </ul>
7.	<p><b>Follow the Agenda</b></p> <ul style="list-style-type: none"> <li>• Trainers and participants should strive to stick to the agenda.</li> <li>• Manage any topic divergences within the allocated time.</li> </ul>
8.	<p><b>Provide Honest Feedback</b></p> <ul style="list-style-type: none"> <li>• Complete the evaluation form honestly to help improve future trainings.</li> <li>• Constructive criticism is appreciated.</li> </ul>

**Note:** Infractions involving rules 1, 2, and 3 will attract a fee of **GHC 30.00**. A training class captain will be selected and will oversee the collection. As many as a participant offends, that much he/she pays.