

GENERAL GROUND RULES FOR TRAINING MGA TRAINING CENTRE

To ensure a productive and respectful learning environment, all participants are asked to agree to the ground rules below. Any change to these rules requires the consensus of the group and the facilitators. Your cooperation is essential to a successful training experience.

1. Be Present

Silence all mobile phones, keep them face down, and do not take them out of the training room. Use laptops for training purposes only. Avoid side conversations, stay alert throughout, and keep to the agenda, managing any digression within its allotted time.

2. Be Candid

Share your ideas freely and offer honest feedback. Complete the evaluation form truthfully at the close of the session. Constructive criticism is welcomed and valued.

3. Confidentiality Holds

Individual experiences and case histories shared during the training are confidential and stay within the room.

4. Speak Up, Step Back

Contribute actively and ask any question, however trivial it may seem, or raise it with the facilitator during a break. In turn, make room for others: do not interrupt, listen actively, critique ideas rather than individuals, and respect differing opinions.

5. Apply, Do Not Just Listen

Training is a two-way process. Engage with the material and connect it to your own role and work, rather than receiving it passively.

6. Punctuality After Breaks

Arrive on time for every session and return promptly after each break. Lateness holds up your peers and the facilitators alike.

Note: Breaches of punctuality, device disturbance, or respect for others each attract a charge of GHC 50.00 per offence. A class captain will be appointed to oversee collection, and a participant pays for each offence committed.