

URGE Pod Guidelines

Spring 2021

1. Participate to your fullest ability

Sometimes this will mean video on, sometimes video off; we support whichever choice is best for our fellow pod members. We will actively listen to each other and, when video is on, be conscious of body language, to be respectful of each other.

2. Be Thoughtful with your Word

Assume good intentions but acknowledge intention does not equal impact. Frustration is valid, and it can be helpful to verbalize. Ask clarifying questions focused on problems or ideas rather than the other person. We are cultivating a learning environment. Mistakes will be made and thoughts will evolve. Try to practice humility and not defensiveness.

3. Change happens at the speed of trust

Be flexible to receive that change in yourself and others. Understanding is our goal, not agreement. To encourage relationship and trust building, try to attend your regular Podlet meeting - but we also know scheduling conflicts happen and welcome people to attend the other podlet meeting as necessary.

4. Step Up / Step Back

We value sharing perspectives, skills, & experiences AND listening. If you find yourself speaking a lot, "step back" to create space for others. If you find yourself listening a lot, "step up" to share. When speaking, share your own experience (using "I" statements).

5. Confidentiality

What is shared in the pod/podlet meetings stays in the meeting unless permission is otherwise given. We assume anonymity for the meeting notes unless you have clearly consented to being identified. You always have the option to not have a story, experience, etc. recorded in the meeting notes or add clarifying information to the notes to make sure something you said is clear. Overall, meeting notes are taken during the 2nd half of the podlet meeting and are intended to share resources, record discussions about the deliverables, and track decisions.

6. Consensus decision making

We'll work across both podlets to come to a consensus about deliverables.