



# **Tips for Participating:**



## 🛨 Join or arrive at the meeting **on time**



## ★ Virtual Meetings

- Use the chat box or hand raise feature
- Keep muted when not speaking
- Come on camera!

#### Remember S.H.A.R.E

- S-Solution Oriented
- H- Helpful
- A- Active Listening
- R- Respectful
- E- Effectively Communicate



#### Stay on topic!

Connect with your PAL after the meeting with experiences or ideas that don't align with agenda items



Vise professional language and behavior



Speak up if you need clarification