

# Standard Guidelines for Circle Process

When generating circle guidelines, it is important to ensure that the five below are included. The facilitator may begin by suggesting these standard guidelines and then invite the group to add others before establishing consensus.

## **Only the person with the talking piece is speaking**

We will pass a talking piece to signal the speaker. Others listen without interruption, questions, or comments.

## **Speak from the heart**

Share from your own experience; you always have the option to pass. The talking piece will come back around.

## **Listen deeply**

Remain as fully present as possible and limit distractions. Please refrain from comments, questions, or interruptions when someone is speaking.

## **Honor time and equal voice**

We will have about \_\_\_ minutes for this circle process, with \_\_\_ rounds of questions. Please be mindful that everyone has an opportunity to share.

## **Take the learnings, leave the stories**

Respect the privacy of others. What is shared in circle, stays in circle. Please do not share personal stories or identifying features after we close this process. Treat the information sensitively and honor the trust that has been built.

*For groups who are new to the circle process, these guidelines help to both establish norms for participation and explain how the process will work.*