## **OPERATING AGREEMENTS**

The following operating agreements will help you get the most out of your participation in the program and enhance the quality of your life in all areas.

Choosing to participate in the training means choosing to follow these agreements; those who choose not to will be informed of the problem, and continued failure to follow the agreements will lead to dismissal from the training.

The agreements are as follows:

**Create value for yourself.** Those who benefit the most in workshop learning don't wait for information to come to them. They participate and generate meaning and value for themselves. The more you can accept this responsibility to create value for yourself, the more you will find creative ways to contribute, participate, and benefit.

**Create value for the training and do not detract.** Use your participation to move the group or training forward and not detract or delay it in any way.

**Participate fully.** The more you invest and participate in the training, the more you will benefit. Research has shown that those who participate the most get the most out of their experience. Full participation also means that you will be fully engaged with your camera on through the duration of the training. In cases where having your camera on would detract or distract from others' experience (you need to move around, have a side conversation, etc.) you will only briefly turn your camera off to maintain group cohesion.

Do your best in every way possible.

**Be in the here and now.** You are here to explore your experience in the here and now and ways to live more presently in the moment, and you agree to accept coaching. Conclusions you have made and philosophies you have about life are seen as avoidance of here and now emotional engagement. As such, they are a distraction that has no place in this seminar, and you will be interrupted if you begin sharing them. Instead, you agree to respond using skills you are learning in the seminar, especially naming the emotion you feel in the moment, in order to develop your facility with apprehending your state in the here and now to have greater leverage in your life moment by moment.

**Be on time.** You and others have invested significant resources to participate in this training. To make your work together the most productive, it is critical that you show up on time and ready to work.

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#### **OPERATING AGREEMENTS** (CONT'D)

#### Take responsibility for your own experience, especially charges and reactions.

Any time an issue arises or you have a charge or reaction, you agree you will immediately do the following, seeking help from a leader or assistant as necessary:

- Identify the feeling underneath and take responsibility for yourself, your pain, or your issue.
- Identify your projection or transference.
- » For example: I may start being angry, but underneath I am hurt. I take responsibility for my pain and reclaim the projection or transference.

**Not join a team with participants you already know.** Friends and family in groups creates an imbalance and reduces functioning of the group. It does not work to have those who know each other previous to Wright in the same group. If you were placed on a team with someone you already know, please inform your leader.

**No side conversations.** Your team's success depends on everyone paying attention and supporting the group unity. Do not have side conversations. Keep your focus and attention on the group momentum so that you, and all of the team members, can have the greatest collective success.

**Do not give advice or disagree.** Giving advice prevents fellow participants from accessing their own innate wisdom, deep yearnings, and feelings on a given topic or assignment. Disagreeing dismisses the possibility of learning from statements or perspectives that are different from your own. Test everything, but refrain from saying, "I disagree." Rather than advice-giving or disagreement, group members serve each other best by asking clarifying questions such as, "I am curious, can you explain.....to me?" or, "Can you tell me more about what you mean by....?"

**Have a beginner's mind.** The best coaches and teachers are those who are always learning and are deepening their insights and learning in new ways. They operate with what yogis call beginner's mind—they are discovering anew at all times, no matter how familiar the material may be. If you are tempted to give advice or teach others during this training, instead we ask that you look at what the new learning or insight is for yourself. Even if you have knowledge or expertise in related areas or past experience with personal growth workshops, this training is not designed for you to share what you already know. Instead, your greatest contribution to your fellow participants is for you to apply the material to your own life, learning, and growing by exploring your own personal limits, unknown territory, or cutting edge.

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#### **OPERATING AGREEMENTS** (CONT'D)

**Speak about your own experience.** No generalizations. Speak for yourself. While it is often easier to talk about how the experience or training relates to someone you know, you'll get the most benefit when you talk about how your insight or learning applies to you. As much as possible, try to avoid telling stories about other people or making generalizations. Just stick with your own experience.

**Tell the truth.** You can always decline to share information about yourself. However, a training experience is a great opportunity to take risks, be more open and honest, and disclose more about yourself. The more open you are, the more you will gain from the experience.

**Be curious and honest about what you do and do not understand.** Instead of saying, "I disagree," ask clarifying questions. If you lead with disagreement, you dismiss the possibility of learning from statements or perspectives that challenge you.

**Participate in accelerated learning activities.** The latest research shows that people in classrooms or in meetings lose focus every seven minutes. That is a lot of potential for lost productivity! Good educators know that making a "state change"—a physical shift in your body or energy—naturally re-energizes you and helps you stay focused. We may ask you to raise your hand, answer questions out loud as a group, or even clap at appropriate times to create these state changes and keep the energy moving in the room.

**Be as selfish as possible.** The more you want, the more you will invest, and the more you invest, the more you will get out of this experience. Ask questions, participate, and use the exercises and group discussions to apply the material to yourself and your work.

**Be coachable and open-minded.** Be coachable and be open to having your opinion shifted and changed. The more the environment is open, the more likely it is that creative solutions will emerge for everyone involved.

**Keep confidentiality.** We maintain an environment of integrity, safety, and freedom to participate by upholding confidentiality. Students do not disclose the content of other students' work. Students agree to share only from their own experience when talking with others within or outside the Foundation.

### **OPERATING AGREEMENTS** (CONT'D)

**No business transactions.** We believe that growth and development are enhanced when there are no ongoing issues of exchanging money or conducting business between students. To this end, we ask that participants refrain from conducting business transactions with each other during the training. Referrals and networking are okay. Existing business relationships can continue.

**No social or romantic involvement.** We provide an environment of personal and spiritual growth where students can experiment with new beliefs and behaviors. The safety for this experimentation is aided when there is no social, romantic, or sexual involvement. To this end, we ask that participants do not engage in social, romantic, or sexual relationships with other participants or leaders of the training. Existing relationships can continue.

**Be fully conscious, fully available, and fully engaged by refraining from moodaltering substances.** To this end, participants agree to refrain from mood-altering drugs or substances such as alcohol, marijuana, etc. 24 hours ahead and during the training.

**Practice e-etiquette.** Please turn off your cell phone. It's understandable that you may need to check in on a personal or business matter during a break, but the more you can fully immerse yourself in the training, the more you will get out of it. For a trainings held on Zoom, e-etiquette includes the following:

- Join from your computer so you can type to participate in chat and interactive activities on video.
- Use headphones to minimize echo for yourself and all participants, and to maximize privacy for fellow participants.
- If you need to participate by phone, do so from the Zoom app if possible. If you need to dial in for audio while connected by computer, join your phone with your Zoom
  ID so you do not have duplicate identities in the meeting.
- Make sure your Zoom name is your full name. When logged into the meeting, check what username appears in the bottom right corner of your video. Rename yourself by clicking the three dots in the upper right corner of your video. This facilitates attendance– taking and group formation.
- **Turn your video off selectively** to not detract from others' experience. In general, keep your video on so other participants can see and engage with you. But if your movement/activity at home would be distracting (such as eating), turn your video off momentarily.

### **OPERATING AGREEMENTS** (CONT'D)

**No Recording.** By participating, you agree not to record the screen/video or sound/ audio from the training. One exception to this rule is if you intend to share a photo to social media; if it includes other participants, you agree to ask their permission before posting.

**No broadcasting to non-registered participants.** Everyone who is participating must be registered, have signed these agreements, and must participate from their own device, so they can individually participate in the experiential exercises in breakout rooms. If you are participating at home where non-registered participants may hear, you agree to use headphones and/or private space.

**Use Zoom chat only for purposes that move the training forward**, and in ways that follow the other agreements. I understand that inappropriate or detracting chat may result in immediate removal from the seminar at the sole discretion of training leaders.

**Engage creatively with the performative learning tools.** Participate fully in the exercises and material. Use the chat to comment, share, express, ask questions. "Raise your hand" by typing that you want to share in the Chat. Review the following page for details and access to the online performative learning tools.

## Follow The Seven Rules of Engagement.

(The Heart of the Fight by Dr. Judith and Dr. Bob Wright for more detail.)

**RULE #1: Accentuate the positive.** Focus on what is good, exciting, novel, and what works. Add humor, joy, affection, interest, affirmation, and other forms of creative behaviors from the right side of the engagement continuum.

**RULE #2: Minimize the negative.** Eliminate passive-destructive behaviors like avoiding, stonewalling, withholding, keeping secrets, or zoning out. Do away with misengaging and pseudo-engaging such as impersonal, logistical, judgmental, whiney, blamey, or gossipy conversations. Stop destructive engagements such as criticism, defensiveness, contempt, and withdrawal.

**RULE #3: No one gets more than 50 percent of the blame.** When you find yourself assigning blame, remember that no matter who instigates a conflict or makes a situation difficult, you are part of a system, and the highest percentage of blame you can assign is 50 percent.

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#### **OPERATING AGREEMENTS** (CONT'D)

**RULE #4: Take 100 percent responsibility for your happiness and satisfaction.** It is not the responsibility of the program, your group, your leaders, your coach, or anyone else in your life to make you happy. If you want something to be different, it is yours to author. Persistently and responsibly sharing your yearnings and engaging fully with your assignments will help develop more clarity, understanding, growth, and value for yourself – regardless of whether anyone or anything else changes!

**RULE #5: Express and agree with the truth, always.** In any disagreement, verbally acknowledge when someone says something that is true or when you are wrong. Say it as soon as you recognize it, even when you're mad or would rather not give the satisfaction, concede, or look bad. Try saying, "You're right," "Good point," "Hadn't thought of it that way," "I see your point," or even a begrudging acknowledgment of the truth such as, "Your point is right on, but I sure don't like your tone."

**RULE #6: Fight for, not against.** When someone says or does something that is irritating or challenging, fight for something rather than just asserting your perspective or fighting against something or someone. Recognize what you want and yearn for and express yourself fully, with an aim, rather than complaining, harping, defending, avoiding, or manipulating.

**RULE #7: Assume goodwill.** Look for the positive intent in any relationship or interaction, rather than scanning for what others are doing wrong or doing toward us. Assuming goodwill lowers your fight-flight-freeze response and makes room for understanding.

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#### **OPERATING AGREEMENTS** (CONT'D)

I have read and understand that my continued participation in the weekend requires that I agree to:

- Create value for myself.
- Create value for the training and do not detract.
- Participate fully, which includes keeping my video on.
- Do my best.
- Be in the here and now.
- Be on time.
- Take responsibility for my experience, especially charges and reactions.
- Not join a team with participants I already know.
- No side conversations.
- Do not give advice or disagree.
- Have a beginner's mind.
- Speak about my own experience.
- Tell the truth.
- Be curious and honest about what I do and do not understand.
- Participate in the accelerated learning opportunities.
- Be as selfish as possible.
- Be coachable and open-minded.
- Keep confidentiality.
- No business transactions.
- No social or romantic involvement.
- Be fully conscious, fully available, and fully engaged by refraining from moodaltering substances.
- Not to record the screen or sound from the training.
- Ensure that the training audio/video is not broadcast to anyone else in my home who is not registered for the training.
- Use Zoom chat only for purposes that move the training forward.
- Practice e-etiquette.
- Engage with the performative learning tools
- Follow the Seven Rules of Engagement.

Sign here to indicate agreement: