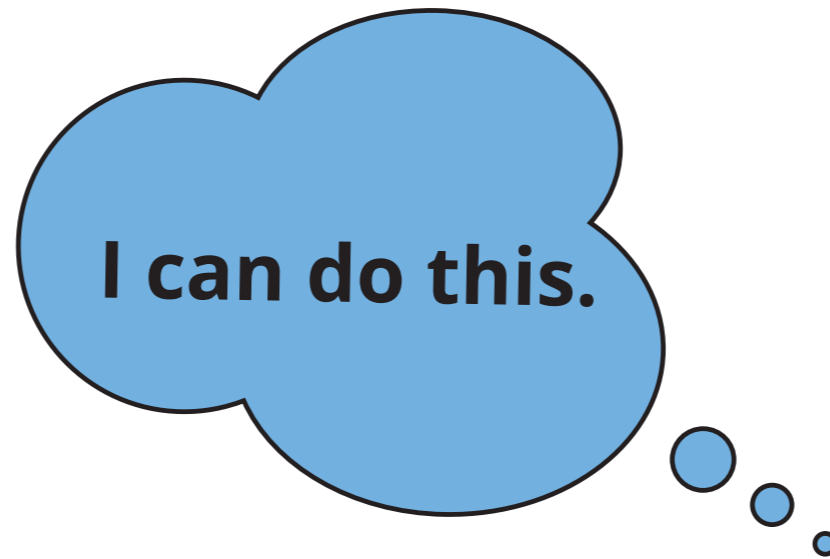


**STEP UP/STEP BACK:**

**Be conscious of the time you take when speaking.**



**STEP UP:**

**Challenge yourself to actively contribute during discussions.**



**STEP BACK:**

**Give others the opportunity to speak by taking a step back when necessary.**