

Developing Our Group Norms

Purpose: to develop norms, the expectations and routines by which this team will operate

Materials Needed:

- ✓ Chart Paper
- ✓ Markers
- ✓ Sticky Notes
- ✓ Dot Stickers

Facilitator:

- Hang chart paper around the room with headings for various behaviors that are important to smooth functioning of team meetings, such as:
 - *Team Member Roles and Participation*
 - *Team Meeting Structures*
 - *Team Interactions*
 - *Conflict Resolution*
- Introduce the topics, describe some options and clarify the rationale for the rules in each category
- Ask team members to:
 - Write suggestions for rules for each of these routines on sticky notes and post them or write directly on the paper, or
 - Rotate to each chart paper and write suggested rules onto the chart paperAsk them to be behavioral. For example, “respectful” looks different to different people in different settings. For clarification, you might ask for an example of what being respectful looks like for participation. An example might be listen quietly when someone else is talking, or let others finish what they are saying before starting to talk. Ask them to state the rules positively – describe what you want, not what you don’t want colleagues to do.
- Once everyone has finished posting their behaviorally specific, positively stated rules, ask them to put sticky dots next to the rules they think are most important for each routine.
- Review which items got the most dots. Adopt the 2-5 most widely agreed upon rules for each routine as norms for this team. Ask all team members for their consensus.