

Developing Norms Template

When Establishing Norms, Consider...	Proposed Norm
Time <ul style="list-style-type: none"> • When do we meet? • Will we set a beginning and ending time? • Will we start and end on time? 	
Listening <ul style="list-style-type: none"> • How will we encourage listening? • How will we discourage interrupting? 	
Confidentiality <ul style="list-style-type: none"> • Will the meetings be open? • Will what we say in the meeting be held in confidence? • What can be said after the meeting? 	
Decision Making <ul style="list-style-type: none"> • How will we make decisions? • Will we reach decisions by consensus? • How will we deal with conflict? 	
Participation <ul style="list-style-type: none"> • How will we encourage everyone's participation? • Will we have an attendance policy/expectation? 	
Expectations? <ul style="list-style-type: none"> • What do we expect from each other? • Are there requirements for participation? 	

Team Norms Template

Collaborative Team:

Team Members:

Our Norms:

When norms are broken, we will...

Sample Norm Creation Process

1. Distribute five index cards to each person in the group.
2. Think of five behaviors that you consider ideal behaviors for your group and record one on each card.

[approximately 10 minutes]

3. Shuffle all the cards together.
4. Turn over one card and read it aloud.
5. Discuss the meaning and implications of the norm.
6. Post the card on the wall so all can see it.
7. Continue this process with the remaining cards.
8. Group like cards together.

[approximately 20-30 minutes]

9. When all the cards have been sorted, have the team look at each group of cards and write a norm that represents that behavior.
10. Write the new norms on a large piece of paper.
11. Compare the list with the *Developing Norms Template*.
12. Determine if anything is missing and/or any new norms need to be created.
13. Adopt the norms.

[approximately 20-30 minutes]

Sample Team Norms

1. We commit to meeting one hour per week.
2. Our meeting day is Monday [or Day 4].
3. We will rotate the responsibility of Chairperson, Timekeeper, and Recorder each meeting to ensure we stay on task.
4. If it doesn't fit, then it is not discussed.
5. Everyone has a valued voice.
6. If a difference of opinion occurs, we will use the "Fist to Five" strategy.
 - 5 = Love it
 - 4 = Strongly Agree
 - 3 = Willing to go Along
 - 2 = Not Ready to Support it
 - Fist = Would Veto Regardless of Group's Will
7. We agree that: "We have arrived at consensus when, first all points of view have been heard, and second, the will of the group is evident, even to those who oppose it." [Rick DuFour]
8. Each week we will complete the "Collaborative Team Meeting Summary" using Office 365.
9. We will spend five minutes determining the agenda for the next week's meeting and any preparation we will need to do on our own.
10. We all have the responsibility to remind each other of the agree upon norms.
11. We will review norms at the beginning of each meeting.