

Figure 2.2: Success Tool—Establishment of Team Norms

Instructions: Guide your team in setting its own rules of engagement. You can add steps as needed.

1. Schedule a team meeting to discuss the importance of agreeing on norms or how they will work together.
2. During the meeting, emphasize the need for mutual respect, open communication, and the setting and achievement of shared goals.
3. Brainstorm beneficial norms using collaboration protocols and techniques.
4. Vote or otherwise agree on each norm.
5. Compile a document of agreed-on norms.
6. Make sure the norms are posted and visible during meetings.
7. Revisit the norms periodically and update them as needed.