

Considerations for Establishing Team Norms

As a team, complete this worksheet to develop your Team Meeting Norms. Be sure to complete the entire worksheet and then plan for how your team's norms will be displayed and how you agree to hold each other accountable to the team's meeting norms. If your team already has meeting norms, use this worksheet to evaluate the quality of your current norms and determine if any additional norms are needed or if any existing norms should be modified.

When Establishing Norms, Consider:	Proposed Norms
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? ▪ Are we an advisory or a decision-making body? ▪ 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? 	
Expectations <ul style="list-style-type: none"> ▪ What do we expect from members? ▪ Are there requirements for participation? 	
<p>What is your plan for holding each behavior team member accountable for the norms you established? (i.e., talking to the person privately; discussing as a team; reviewing the norms)</p>	