



2. Exercise and Worksheets

Note: Make a copy of this exercise and worksheets in your google drive before filling in the text boxes.

2.1 Team Exercise

Purpose:

- ❖ Team members have conversations about what guidelines they want all members to follow.
- ❖ Touch conversations around expectations for everyone.

Outcome:

- ❖ A list of team norms, to be adapted as necessary.

Time: 20 - 30 minutes

Your turn! Use this table to help set norms for your team, feel free to use and suggest some of the above for your team. You can use the prompt questions in each section to stimulate discussion. Be sure folks know that norms can change and should be revisited as your work progresses.

MEETING NORMS: <i>How will we manage meetings to respect each other's time?</i>	
What is the challenge we would like to create a norm around, to overcome or manage it?	Norm language: Be specific and use proactive language

COMMUNICATION NORMS: <i>How will our team communicate, as we work together?</i>	
DECISION MAKING NORMS: <i>How we will discuss options, hear everyone's input and reach decisions as a team?</i>	
ACCOUNTABILITY NORMS: <i>How we will delegate responsibilities for actions and activities? How will we follow through on commitments?</i>	
SELF-CORRECTION NORMS: <i>How do we self-correct if norms aren't followed?</i>	

