

Considerations for team norms

Directions: As you begin working together, think about ground rules that might guide the way your team does business. Several categories are suggested here. Read each question and make suggestions in the column on the right, then discuss your ideas with your team members.

CONSIDERATIONS	IDEAS FOR NORMS
<p>What procedures will govern meeting attendance? <i>Consider:</i></p> <ul style="list-style-type: none"> • Will team members be dependable and committed for the entire year? • Will team members arrive on time and stay for the entire meeting? • Will they stay on task, avoid side conversations and interruptions, and focus on the task at hand? 	
<p>What procedures will govern teacher dialogue? <i>Consider:</i></p> <ul style="list-style-type: none"> • How will team members react to others' work and ideas? • Are out-of-the-box and off-the-wall ideas welcome? • Are differing opinions welcome? • Will what members say be held in confidence? • How will the team encourage listening and discourage interrupting? 	
<p>What rules will govern decision making? <i>Consider:</i></p> <ul style="list-style-type: none"> • Will the team reach decisions by consensus? • How will members deal with conflicts and differences of opinion? 	
<p>What attitudes and behaviors do you expect from team members? <i>Consider:</i></p> <ul style="list-style-type: none"> • Are all team members expected to be prepared and to participate? • Should they be "fully present," both mentally and physically? • Will they put away other work (grading papers, filling out reports, etc.)? • Should team members try to convey positive attitudes? • Will team members try to maintain a sense of humor? 	
<p>How often will your team evaluate its functioning, and what indicators will you evaluate? <i>Consider:</i></p> <ul style="list-style-type: none"> • Are team members abiding by the team's agreed-upon norms? • What ground rules did you use well? • What norms do you need to re-emphasize, add, or adjust? 	

Source: Jolly, A. (2008). *Team to teach: A facilitator's guide to professional learning teams*. Oxford, OH: NSDC.