

Establishing Norms with Teacher Leadership Teams

Guidelines for Setting Norms:

1. Establish “why” norms are needed.
2. Explain two types of norms: procedures to conduct business & interactions/communication in collaborative teams (*keep values and beliefs out of norm setting*)
3. Reach consensus for adoption.
4. Post them (every meeting) & review each time.
5. Discuss violation of norms yet build trust and comfort.
6. Revise norms as needed.
7. Evaluate the use of norms after each meeting.

Norms Chart:

Procedural	Communication & Interactions
Examples: <ul style="list-style-type: none">• Timeliness• Participation• Preparation• Decision making• Conflict We will...	Examples: <ul style="list-style-type: none">• Listening/interrupting• Communication & discussion• Member contributions• Confidentiality• Climate We will...

Protocol for Norm Setting Process:

1. Give each person a set of five sticky notes. Each person records his/her ideas—one idea per sticky note. Choose the most essential. (10 mins.)
2. Place all notes on wall or blank poster. Read notes aloud.

3. Have members gather around and help group them to form categories.

Notes may be added in case new ideas are sparked.

4. Discuss and prioritize the most important ones and refine language.
5. Consolidate final list and reach consensus.