

Establishing Team Norms and Expectations

ALLOW THE TEAM TO ARTICULATE ITS COMMON PURPOSE AND GOALS (GREAT CROSS-INSTITUTIONAL SMALL GROUP ACTIVITY!)

- » What does the team want to accomplish?
- » How will the team accomplish goals?
- » What roles will team members play—and when will roles change?
- » What does success look like for the team, and how will you measure it?

HOW WILL DECISIONS BE MADE?

HOW WILL MEETINGS BE MANAGED (AGENDA, MINUTES, START TIME/END TIME)?

HOW WILL THE TEAM COMMUNICATE BETWEEN MEETINGS?

HOW WILL CONFLICT BE RESOLVED?—BE SPECIFIC HERE

- » Communication methods
- » Types of appropriate feedback
- » Ground rules for giving constructive feedback
- » How to handle an impasse

HOW WILL WE HANDLE MEMBERS WHO DO NOT CONTRIBUTE?