As you and your colleagues convene, consider how to and then establish norms/protocols for communicating. Use this tool to guide your thinking and create an artifact detailing your established norms and protocols. We recommend working in small, diverse groups of non-role-alike staff members.

1 THE “HOW”

Once discussion is complete (about 10 minutes), ask each group to share their ideas about the HOW.

2 REVIEW

Chart up/post up the ideas, including duplicates, so that the whole group can review and revise. Come to consensus on what “makes the HOW list.”

Grounding Principles: How will we work together to craft our norms for this team’s work?
Next, move to the WHAT. Execute the agreed-upon strategy.

3 THE “WHAT”

Norms*: What norms will we use to inform and guide our work, both during and between meetings?

*Post/publish/revisit at the beginning of each meeting.