



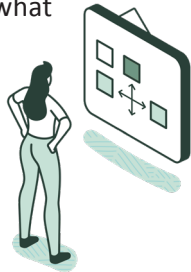
As you and your colleagues convene, consider *how to* and then *establish* norms/protocols for communicating. Use this tool to guide your thinking and create an artifact detailing your established norms and protocols. We recommend working in small, diverse groups of non-role-alike staff members.

### 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.*