

Process for Establishing Team Norms



<http://bit.ly/JLnorms>

Watch a video describing this protocol in further detail

In Professional Learning Communities, norms represent protocols and commitments developed by each team to guide members to work together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals.

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Building team norms for Collaborative Team Meetings is a critical step when staff work together to identify, discuss and respond to the needs of students. The following protocol can assist schools in developing collective norms when working together in Collaborative Team Meetings.

Step One – Individual Identification of Norms

Individually, ask staff members to write down 3-5 norms or commitments that they feel would need to be collectively agreed upon in response to the following question:

What norms would all team members need to agree upon in order to effectively and collectively respond to the individual needs of students?

Note: you may elect to have staff view samples of other team norms prior to this step, to gain an understanding of possible norms to be considered. See below for link to samples and other resources.

Step Two – Partner Consolidation

*In partners (or groups of three, depending on the size of the group), have staff consolidate their individual list into **four** norms that they feel are important.*

Step Three – Small Group Consolidation

*Have partners join with another set of partners to create a group of four, consolidating their two lists of four norms into a new agreed-upon list of four norms. **Depending on the size of the staff, this step can be repeated (group of four join another group of four to further consolidate)***

Step Four – Development of Large Group Norms

As a large group, go around to each group to have them suggest one norm that their group feels strongly about. Once posted (on poster or digitally projected), allow opportunity for large group to ask questions or modify (do not worry about exact “word-smithing” of the statement – that can be accomplished by a small committee or individual at a later date). Use a “fist to five” or similar consensus method to ensure group agreement with the statement. Continue this process until each group has shared the statements they feel are important.

Note: It is valuable to revisit this agreed upon set of norms with each individual collaborative team at their first meeting, to ensure they fit the work of that team.

Use the link to the right to view a blog posting related to team norms, with access to samples, templates and other resources.



<http://bit.ly/jigsawnorms>