Team Norms Document

Theory

The members of every team develop particular ways of interacting with each other over time. Effective interpersonal communication among members is a critical component of a thriving team.

How a team makes decisions, assigns work, and holds members accountable determines whether or not the team is successful. With so much riding on the outcome, it doesn't make sense to leave interactions to chance. If you form team relationship guidelines, or team norms, early on to ensure team success, you can shape the culture of the team in positive ways.

Team Norms and Relationship Guidelines

Team norms are a set of rules or guidelines that a team establishes to shape the interaction of its members with one another. They allow the team in increase its performance through healthy debate and clarity of purpose and roles. Team norms can be developed during an early team meeting, preferably the first meeting, and more norms can be added as the team deems necessary. Having a set of expectations increases trust, saves time, sets clear operational goals.

Once developed, team norms are used to help guide the behavior of team members and are used to assess how well team members are interacting. These guidelines enable members of a team to call each other out on any behavior that is dysfunctional, disruptive, or that is negatively impacting the success of the team's work.

Instructions: *Discuss as a group your personal best leadership experience. Make sure to listen to each person and give time to hear their story. Use it as a spring board to understand what behaviors and expectations you want to adopt for your group. Summarize these expectations in the categories given. Add additional categories or areas where your group would like to be more specific. At a minimum, you must address each bullet point.*

Teaming Expectations: *Each member of the team may think of contributions to the document, but this must be done as a team! It should involve a discussion of behaviors and guidelines to include. Everyone must agree to and sign the document.*

Documentation Considerations: *Groups may choose to type or handwrite the team expectations. Remember this is a living document and will be amended during the semester. Keep a hard copy on hand to refer to during team meetings. Evaluate the expectations once a month to make sure everyone is adhering to the agreement. Use it as a tool to guide conversations when there is conflict.*

We, the members of team_____, have arrived at the following guidelines for acceptable behavior on our team. These guidelines have been collaboratively generated and agreed upon by each member of the team.

Team member communication:

Team member interaction in meetings:

Team organization and function:

Team problem solving, conflict resolution, and decision making:

Team Values:

Team Vision:

Spending of funds (budget):

Weekly team meeting day and time:

We, the undersigned members of Team _____ agree to the standard of behavior outlined in the Team Norms above.

Printed Name   Signature   Date