# **Assignment # L5**

# **Setting Team Norms**

You will develop Team Norms for your semester team during an in class team meeting held during Lab. You can read about Team Norms in Section H of the Blue Workbook and get a rough agenda for the in class team meeting by looking at pages H10 to H11 in the Blue Workbook.

The **in class** meeting will be using a technique called Force Field Analysis (see page K9 in the Blue Workbook), which lists the Promoters and Barriers to a proposed change. **Each team member**,on their own**,** must do the following preparation work **before** coming to the meeting (i.e., before coming to class).

**Step 1 (completed individually before class)**

1. Prepare a list of promoters of effective teams and a separate list of barriers to effective teams.
2. Each promoter and each barrier should be on a **separate post-it** or **index card**; these post-its or index cards will be used in the Affinity Process (see slides **K-4** and **K-5** in the Blue Workbook).
3. Each promoter and each barrier should be stated using **seven or fewer** words; a **noun** and a **verb** should be included [*e.g.,* *Celebrate the completion of every task.]*
4. A set of at least **ten** well-stated promoters and **ten** well-stated barriers is expected; you may want to review slides **G-14** and **G-15** (Those Unwelcome Group Members).

**Step 2 (started as a team during class)**

These individual lists will be used in class. Duplicate items in the lists will be eliminated using the Boggle Method; the remaining items will be grouped using the Affinity Process. Finally, Team Norms will be developed to enhance the Promoters of, and/or reduce the Barriers to, functioning as an effective team.

**Step 3 (completed by team after the class)**

**After the class**, the team must meet and complete the exercise, i.e., generate a set of norms that the team will use. These norms (and the work generated in creating them) should be placed in the team’s Design Notebook in the Team Meeting section. The first notebook assessment (1st notebook assessment checklist) will check to see that the norms are present in the notebook.