



**SHAUNA MAY
SENECA
SCHOOL**

**A Culture of Continuous
Improvement**

- A Culture of Collaboration
 - A Focus on Learning
 - A Focus on Results
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Team Norms: Our collective commitments. They represent protocols and commitments developed by each team to guide members in working together. Norms help team members clarify how they will work together to achieve their shared goals.

Examples of Team Norms:

- We will begin and end our meetings on time
- We will stay fully engaged during each meeting
- We will maintain a positive tone at our meetings
- We will listen respectfully to each other
- We will contribute equally to the workload
- We will be mutually accountable to the norms we have established

Tips for Establishing Team Norms:

- Each team establishes their own norms
- Norms should be stated as commitments to act or behave in certain ways rather than as beliefs
- Less is more: teams should focus on a few norms rather than creating a laundry list
- Norms should be reviewed at the beginning and end of each meeting until they are internalized by team members, and should be formally reviewed each year.
- Teams should address how they will deal with violations of the norms

Areas worth considering when establishing norms:

- Time/timing
- Hearing all voices
- Confidentiality
- Decision-making/Consensus
- Participation
- Expectations
- Addressing Transgressions of Norms



SHAUNA MAY Team Members:
SENECA
SCHOOL

Norms for Our Team

In order for our meetings to be highly productive and effective, we make the following commitments to each other: