

# Professional Learning Communities

PROTOCOLS & COMMITMENTS:

## What are Team Norms, anyway?

A STRATEGY FOR ESTABLISHING TEAM NORMS

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**Team Norms:** In PLCs norms represent protocols and commitments developed by each team to guide members in working together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals.

### A Strategy for Establishing Team Norms

Ask team members to think of a past negative experience they have had serving on a team or committee and to identify a specific behavior that prevented that group from being effective: for example, whining and complaining, arriving late and leaving early, being disengaged during the meetings, and so on.

For each negative norm identified by members of your team, establish a positive commitment statement (a norm) your team should adopt that, if everyone adhered to it, would prevent the past negative experience from recurring.

### Several Examples of Team Norms

- ❖ *We will focus on the group discussion.*
- ❖ *We will stay on task.*
- ❖ *We will stick to the agenda.*
- ❖ *We will respect one another's professional position.*
- ❖ *We will get to the point – i.e. "short runways."*
- ❖ *We will maintain a positive tone at our meetings.*
- ❖ *We will not complain about a problem unless we can offer a solution.*
- ❖ *We will begin and end our meetings on time*
- ❖ *We will stay fully engaged throughout each meeting.*
- ❖ *We will contribute equally to the workload of this team.*
- ❖ *We will listen respectfully and consider matters from another's perspective.*