Steps for Establishing Team Norms

As a team, use the following five steps to establish behaviors for your team to operate under. These are the standards you must commit to accomplish your goals.

1. Discuss and agree on your team's purpose, goals, and desired products.

2. Post the question, "How do we need to work together in order to accomplish our goals?"

    a. Individually, brainstorm or record responses to "What do I need to do to ensure my team's success?"

    b. Underline the responses, and then individually brainstorm and record responses to "What do I need from my teammates in order to best contribute to my team's success?"

3. Collect and publicly record responses from all team members, beginning with individual needs and adding needs from others to complete the list.

4. Clarify, prioritize, and narrow the list to five to eight norms.

5. Reach consensus on the norms. Confirm commitment to norms from all members, and agree to give feedback.

6. Post norms, review them, and assess their use frequently. Modify as needed and agreed to.