Resources for Implementation

SAUL ZAENTZ
Early Education
I N I T I A T I V E

The Early Education Leader's Guide

Chapter 4 Applied Learning Activity:
Co-Developing Group Norms

Creating a strong learning community requires thoughtful preparation to ensure all adults work together in a way that fosters collaboration. An essential part of this collaboration is co-developing norms—or agreed-upon ways of acting and communicating—to guarantee everyone feels ownership over team expectations and the work they do together. Use the following categories adapted from work by Joan Richardson to brainstorm norms with your team. When you are finished, generate a list of team norms, and hang them up in your meeting space to guide team discussions. Review them before each meeting, and reflect on how well the team followed each norm at the end of the meeting. Periodically review the norms and adjust them as necessary.

Time	Participation
(When and how often will we meet? Will we start and end on time, or is wiggle room allowed?)	*(How will we encourage listening and participation and discourage interrupting?)*

Confidentiality	Approach with Others
(What is safe to share outside of team meetings? What is not?)	*(How will we ensure everyone feels respected? How will we handle conflicts?)*

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