GROUP NORMS

The following norms are intended to be a starting point. Individual groups should consider making modifications or additions that reflect the values and needs of the group. *(Note: Explanations in italics are suggested definitions only.)*

- **Respect time:** *start/end on time; use time well during the meeting; be sensitive to the time constraints of others.*

- **Monitor "air time":** *watch how frequently and how long you speak; allow others the opportunity to enter into the conversation.*

- **Listen well:** *give the speaker your full attention; if you have not understood a colleague, repeat what you heard or ask a question to clarify your understanding.*

- **Respect differences:** *assume good intentions and recognize that everyone has a different perspective.*

- **Support a culture of possibility:** *be willing to take risks; ensure that it's safe for participants to explore new ideas, brainstorm wildly or go out on a limb; ask "what if?" and "how might?"; say "and" instead of "but."*

- **Freely attend to personal needs:** *stand up, stretch, use the restroom, get drinks/snacks as needed or appropriate given the task at hand—but maintain respect for the work of the group; agree on text/email and cell phone use: e.g., silence ringer, step out for urgent calls or conversations.*

- **Foster good humor:** *smile, laugh, don't take things too personally or seriously; find ways to have fun and enjoy one another.*

- **Maintain confidentiality when necessary:** *"what we say here stays here;" remind group of this norm before sharing particularly sensitive information.*

- **What else do you need in order to do your work well this week?**

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