

# Norm Building Activity for Collaborative Working Groups

## CREATING GROUP GUIDELINES

### You need:

Physical sticky notes + chart paper *or* shared google doc *or* jamboard google app or similar

### Step 1: Generate group guidelines

Without discussing, write down your ideas for key operating principles for our collaborative working group. Write down one idea per sticky note and try to come up with at least three to five ideas per person.

### Step 2: Share ideas

Without discussing, go around the group with each member reading one idea at a time. Put the idea you read up on chart paper. If one of your ideas has already been read, put that sticky note down so that the same idea is only read once. If all of your ideas have been shared, you can “pass” to the next person when it is your turn to read. Continue until all ideas have been read and stuck to chart paper.

### Step 3: Clarify ideas

Ask questions to clarify any of the proposed group guidelines/operating principles, but do not debate the merits of any idea. The group may cluster similar ideas into larger categories as appropriate. **Facilitator number the ideas.**

### Step 4: Vote on group guidelines

Each team member writes down their top 3 votes for group guidelines. **Facilitators will tally how many votes each idea receives.** If the top three group guidelines are clear, those can be adopted.

If there are more than 3 potential guidelines with similar numbers of votes, further discuss the potential guidelines making any changes the team feels are needed for clarity and vote again.

Continue this process until there are three to four clear group guidelines that the team feels comfortable with.