

Strategies for Actualizing Team Norms

Regular and ongoing review of team norms is critical to developing a collaborative culture and a shared understanding of how a team works together.

Ensuring team norms are present in each team meeting through the use of posters, table displays or including the norms on each agenda provides easy accessibility to how the team agreed to work together. Learn more about team norms in this [blog posting](#).

Dedicating time at each meeting to reflect on one of the norms ensures that teams are continually reminded and are able to evidence their growth over time. Choose one norm to focus on during the meeting at the start and then consider utilizing one of the strategies below to really focus on that norm, based on the general theme of the particular norm.

A strategy to also consider is the infusion of a [role during a team meeting](#) to be a "Norm Analyst", watching for the norm during the meeting and then reflecting at the end on how they felt the team did in regards to that particular norm, possibly with specific examples of when they saw it being reinforced.

Norm Theme	Process
Positivity	<ul style="list-style-type: none">Ask participants to listen throughout the meeting and note how the team is demonstrating positivity. Each person shares an example at the end.Assign a role of "Positivity Booster", whose job is to be consistently responding with encouragement and positivity throughout the meeting.
Contributing Ideas	<ul style="list-style-type: none">Give everyone 5-6 bingo chips or counters and each time they share an idea, throw a bingo chip into the center of the table. Goal to have none left (or count the chips at the end of the meeting and try to beat the number in the next meeting)Ask the "norms analyst" to take a tally of every time a team member contributes an idea. Set a goal for the end of the meeting.
Value and Respect for all Voices	<ul style="list-style-type: none">Have a list of meeting participants. Keep a tally each time a person shares and reflect on the tallies at the end (as well as asking during the meeting for people to share who may have less tallies)Provide an "I appreciate" card (or counters) to each team member, with the goal of saying at least once in the meeting "I appreciate that idea, etc." to a colleague. Put a card in the middle when it is said or add counters everytime it is heard.
Seeking Clarity to Understand	<ul style="list-style-type: none">Using question cards to learn more or dig deeper into items shared in a meeting. Each time a card is used, it is put into the center of the table
Engagement	<ul style="list-style-type: none">Put three elastic bands on your wrist and when you engage with a question, suggestion or comment, the elastic is put into the center of the table.Each participant writes on a post-it note one thing they will do to be engaged and on-task during the meeting. At the end of the meeting, reflect on how they did with their commitment.