

## *Team Building:* **Menu of Sample Ground Rules for Teams<sup>1</sup>**

- 1) **Full attention:** We listen respectfully, giving each speaker our full attention
- 2) **Full participation:** We encourage everyone to speak.
- 3) **No putdowns** of self or others.
- 4) **No uninvited advice:** We don't comment on each other's contributions or give advice except when it's asked for. If asked to respond, we ask supportive questions or share our own experience.
- 5) **Safe space and confidentiality:** To create a safe space for personal sharing, we don't talk about the personal issues that people bring up during the meeting outside of the meeting unless we have the permission of the speaker.
- 6) **I-statements:** We speak from our own experience, using "I" statements whenever possible.
- 7) **Go-rounds:** Decisions are made by consensus using go-rounds.
- 8) **Equal voice:** No one speaks twice before everyone else speaks once.
- 9) **Time:** Start and end on time.
- 10) **Speak in turn:** No interruptions or cross talk. Speak one at a time and let the speaker finish before you begin.
- 11) **Conflict resolution:** Group members have a responsibility to bring up and try to resolve conflict, disagreements or anger about the group.
- 12) **Individual responsibility:** Every group member is responsible for the success of the group and the satisfaction of her or his own needs.
- 13) **Accountability:** If you are going to be absent or late to a meeting, call the facilitator or another team member beforehand.
- 14) **Check-ins:** Every group member starts the meeting with a personal check-in.

<sup>1</sup> Thanks to the National Congress of Neighborhood Women for providing ideas for several of these options.