

Exploring Leadership

TEAMWORK: TEAM NORMS & EXPECTATIONS

A youth council is a team that requires individual members to contribute to the team effort. The success of a team depends on how the individual members communicate, interact, and perform.

CONVERSATION STARTERS:

- What was the worst team you ever saw or were part of?
- What was the best team you ever saw or were part of?

To ensure a team consistently rises to its full potential, leadership often implements Team Norms to cultivate a positive and productive culture. Team Norms are guidelines or rules that team members agree to follow to positively affect the group culture and environment.

KEY OBJECTIVES:

- Engage in the process and feel individual voice is important.
- Understand and establish Team Norms.
- Recognize and develop a sense of purpose as an individual within the council.

WHAT YOU'LL NEED:

- Paper
- Pens and/or pencils
- Some way to post answers where all can see (computer and projector, large post-its, poster board and tape, white board)

EXPLORATION ACTIVITY:

This is a brainstorm activity to help teams identify behaviors and norms that could help make their team function more smoothly and positively contribute to their team environment and culture. Ideally, all norms contribute to accomplishing particular goals such as ensuring safety, promoting productivity, or encouraging positive behavior.

FACILITATION TIPS:

- See Appendix for a list of sample Team Norms
- The priorities and personalities of the team's members should influence which kinds of norms you create.

- Instruct participants to break into brainstorming groups of 4-6 people to establish a list of 10 Team Norms.
- Rejoin as a big group and have the teams report, post, and tally their answers.
- Identify and discuss the most relevant issues or actions that could affect the team's biggest challenges. Can they be condensed down to a critical 5-8 solid team norms?



REFLECTION QUESTIONS:

- Did you feel your ideas were given consideration? (Not all ideas can be used, but were they at least listened to and considered).
- Do you feel all of these team Team Norms are realistic?
- How did you feel about condensing the ideas down to 5-8 team norms? Why was this good or bad?
- What is your role within the team to ensure the norms are met?

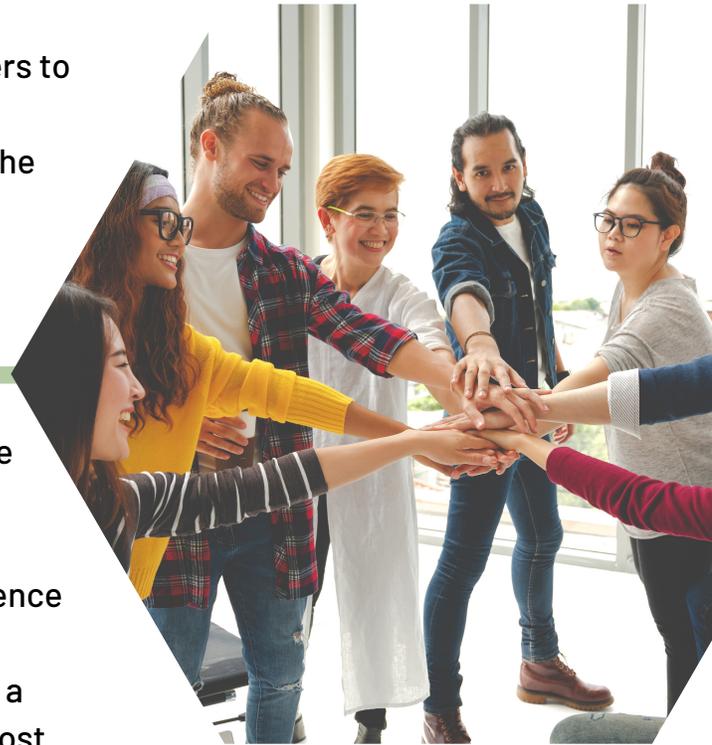
APPLICATION DISCUSSION:

- Why do you think Team Norms could be important?
- What are ways we can encourage ourselves and others to follow/fulfill these norms?
- How will we respond to members who do not follow the Team Norms?

CONCLUSION:

Councils and groups who create their own Team Norms are more willing to commit to them.

The culture and environment the council wishes to experience will be determined by the norms they value. Setting Team Norms shouldn't be a one-time activity – in reality, it's just a way to start talking about how the team works together most effectively.



Utah State University is an affirmative action/equal opportunity institution and is committed to a learning and working environment free from discrimination. For USU's non-discrimination notice, see equity.usu.edu/non-discrimination.

REFERENCES

<https://www.ccl.org/articles/leading-effectively-articles/the-real-world-guide-to-team-norms/>
<https://www.indeed.com/hire/c/info/establishing-team-norms>



APPENDIX:

Example Team Norms:

- Speak respectfully in all conversations or meetings.
- Listen actively and be mindful of others' opinions.
- Always be prepared when attending meetings or giving presentations.
- Arrive on time or early.
- Consider the purpose of the team and its objectives.
- Keep an open mind when sharing ideas or confronting disagreements.
- If you are unsure of how to complete a task, always ask a leader for help.

Utah State University is an affirmative action/equal opportunity institution and is committed to a learning and working environment free from discrimination. For USU's non-discrimination notice, see equity.usu.edu/non-discrimination.