

# Creating a Team Agreement



# What is a Team Agreement?

*A set of rules and guidelines that have been mutually developed by a team of individuals that guide and set the tone for team interactions. All members of the team should agree on the guidelines and should actively follow them. The creation of a team agreement should ensure that all team members feel respected, safe, and heard.*

# Team Discussion:

*Why is it important for your CEE team to create a team agreement?*

\* Please take a moment to discuss your opinions as a team

# Individual Reflection:

*Please take 2-5 minutes to individually reflect on guidelines or rules you would like to see in a team agreement.*

## Tips for Individual Reflection:

### Positive Team Experiences

- Think about past team experiences that *worked well*.
- Why did the team work well together?
- How did team members treat each other?

### Negative Team Experiences

- Think about past team experiences that *did not work well*.
- What made the team ineffective?
- What were the team dynamics?

### Write

- Once you have thought about past team experiences take a moment to write down guidelines or rules you would like to see in a team agreement.
- See the supplemental worksheet

# Share and Discuss!

Each team member should share the rules and guidelines they wrote down.



## Tips for sharing:

- Ask for clarification when needed. It is important that everyone understands all ideas.
- Make sure each team member has equal time to talk.

# Have you thought about...

## Recommended Ground Rules:



- Respect
- Open Communication
  - This pertains to teammates, campus coordinators, and community partners
- Timeliness:
  - Arriving at meetings on time
  - Responding to e-mails, phone calls, etc. in a timely manner
    - This pertains to teammates, campus coordinators, and community partners
- Honesty
- Staying Positive
- Equal Participation
  - Each member should be “pitching in”

# Coming to Agreement

It is time to create your CEE team Agreement. Please use your supplemental worksheet at the completion step.

## Step One

- What were some common guidelines and rules that the team shared?
- Write them down.

## Step Two

- Let each team member discuss the items on their list that they feel should be part of the agreement.
- Write these items down.

## Step Three

- Come to agreement. Take time to discuss each guideline that is written down.
- Each person needs to agree on every guideline in the agreement.

## Completion

- Once each team member agrees with the guidelines write it down on the supplemental worksheet.
- Each person should have a copy.

# Using the Team Agreement

*Congratulations you have a team agreement!*

## **Tips for using your team agreement:**

- Make sure that every member has a copy of the agreement
- Designate one team member to e-mail the agreement to all team members once a month as a friendly reminder
- If team members begin to exhibit disrespectful or disruptive behavior, gently remind the team of the agreement



## Creating a Team Agreement

### What is a Team Agreement?

- *A set of rules and guidelines that have been mutually developed by a team of individuals that guide and set the tone for group interaction. All members of the team should agree on the guidelines and should actively follow them. The creation of a team agreement should ensure that all team members feel respected and safe.*

### Individual Reflection:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

----- Cut Here -----

### CEE Team Agreement:

Please maintain this agreement for your reference

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_