GROUP AGREEMENTS

Tool Description

What is this tool: A bank of example team group agreements from LIAs and other ICTP teams

How to use this tool: This tool can be used to provide examples of group agreements when working with LIAs

Group Agreements

ARHS Collaborative Group Agreements With the Impact Center and Prevent Child Abuse North Carolina
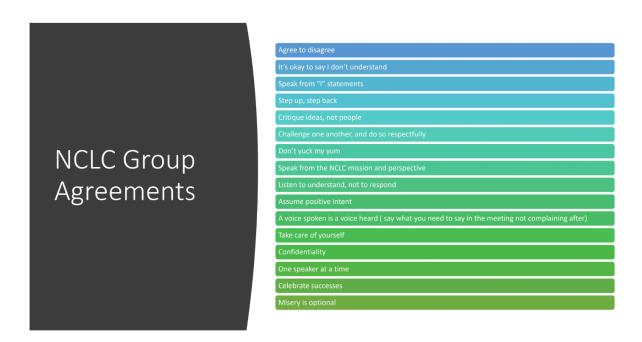
- Break big tasks into little tasks and proactively check-in on progress
- Openness to new ideas and openness to feedback
- Respect of and check-ins on times
- Transparency within a safe space
  - Clear guideline about things shared outside the room
- Grace in response time for emails
- Clear expectation, agendas and tasks
- No shame in asking "what is that?"

Group Agreements to Support Our Team in in Equity Focused Conversations

- **In Preparation for the Meeting**
- Take time to do our own individual work (i.e., learn language, definitions, take time to apply definitions to our work and increase your awareness of when/how to apply these definitions to our work)
- Name the things that get in the way of collaboration (i.e., trust, willingness to identify barriers and offer solutions)
- Recognize and be open to the idea that we are all coming into these conversations at different levels, understand these are hard conversations to have virtually, use pacing and ongoing assessment to acknowledge this challenge
- **Facilitation Practices to Incorporate**
- At the beginning of each meeting, the group comes to a modified consensus of the "what" of equity we are trying to address at that time (e.g., racial equity work in implementation support)
- Use small groups for discussions
- Send materials in advance for reflection and process time

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- Invite real-time needs from participants as they are willing to share (i.e., "Today I need for us to not bring up last night's news update. It is too raw for me."
- Ensure multiple modes of engagement are available to meet people where they are
- Clarify our focus – racial equity, intersections, site work, inter-workgroup functioning
- In the Meeting
- Opting out for self-care is okay – no questions asked (can be turning camera off, participating by chat only, leaving the meeting)
- Use "I" statements
- Be willing to step up and willing to step back
- Oops/Ouch – call it out if you say something that you didn't mean or didn't come out as intended or if the listener has questions, ouch if you hear something that was offensive, hurtful
- Name the things that get in the way of collaboration, "Here's an idea…" (i.e., trust, willingness to identify barriers and offer solutions)
- Bring in antidotes to inequities into our conversations in order to focus on how to do things differently
- Be an interrupter – own your own power in that conversation

NCLC

NCLC Group Agreements

- Agree to disagree
- It's okay to say I don't understand
- Speak from "I" statements
- Step up, step back
- Critique ideas, not people
- Challenge one another, and do so respectfully
- Don't yuck my yum
- Speak from the NCLC mission and perspective
- Listen to understand, not to respond
- Assume positive intent
- A voice spoken is a voice heard (say what you need to say in the meeting not complaining after)
- Take care of yourself
- Confidentiality
- One speaker at a time
- Celebrate successes
- Misery is optional

AppHealth

- **Check-in Time – at the start and during meetings**
- **Time to process content**

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- **Notes following meetings**
- **Honest conversation; feedback**

Mecklenburg Group Norms

- Chocolate
- Have Fun
- Start and end on time
- Be respectful about phones → everyone has a family
- Make the most of the time together
- Breaks as needed
- 24-48 hour grace on phone calls, emails, etc.
- Best to email Gaby for things
- Give grace

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NCLC Zoom Group Norms

Effective meetings don't happen by accident, they happen by design.

NCLC Zoom Group Agreements	
Maintain attention on speakers and presentations as if attending in person	Keep video on as much as possible
Schedule all Wednesday NCLC meetings on calendar	Limit background noise to avoid distraction for other participants
Active participation is expected through virtual discussion, participant chat and in breakout rooms	

How we communicate	How we show up
Speak from NCLC Mission & Purpose	Listen to understand, not to respond
1 speaker at a time	Step up, step back
It's okay to say "I don't understand"	Assume positive intent
Speak from "I" statements	Uphold confidentiality
Use the PASS model; share successes	Respect other's differences
A voice spoken is a voice heard	Choose your attitude
Critique ideas, not people. Challenge one another but do so respectfully	Take care of yourself and others

Impact Center DEI Group Norms

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In the Meeting

- Opting out for self-care is okay – no questions asked (can be turning camera off, participating by chat only, leaving the meeting)
- Use "I" statements
- Be willing to step up and willing to step back
- Be an interrupter – own your own power in that conversation

- Oops/Ouch – call it out if you say something that you didn't mean or didn't come out as intended or if the listener has questions, ouch if you hear something that was offensive, hurtful
- Name the things that get in the way of collaboration, "Here's an idea…" (i.e., trust, willingness to identify barriers and offer solutions)
- Bring in antidotes to inequities into our conversations in order to focus on how to do things differently

Group Agreements
(4/6/17)

- Assume good intentions
- Respect
- Do the best you can
- Systematic preparation of agendas -- transparency
  - 4 elements template
    - Expectations
- Flexibility – intentionally veer as needed
  - Not "organic"
- Asking/giving grace
- Humor
- Create time to play and socialize
- Trust

- Safe space to give feedback – need for change in processes or content
- Do best to incorporate feedback – changing processes or content
- Be open to feedback – hear thoughts about process or content change respectfully
- Start and end on time
- Support the collective of the Center
- Support the growth of each individual
- Parking Lots with strategies for follow through
- Deliberate and active attention to pressing pause when things feel uncomfortable.

NCIC-TP   LINC   James B. Duke

SHARED AGREEMENTS: The following agreements will guide our work together at all times

- **Trust - Trusted/Trusting/Trustworthy**
- Assume good intentions. [Afford each other unconditional positive regard.]
- Each of us is doing the best we can

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GROUP AGREEMENTS

- Whether for Center or project activities, each of us has an important voice and the responsibility to share it appropriately within the context of shared process and role structures. *(NEW?)*
- Each of us has an important voice and the responsibility to share it *(NEW?)*
- Communicate upfront (be proactive) to minimize surprises *(NEW?)*
- Create safe spaces to give feedback to each other. [Frame concerns with options for addressing them] *(NEW?)*
- Look forward, not backward *(NEW?)*

- **Respect - Respected/Respectful**
- Honor relationships by having difficult conversations in person *(NEW?)*
- Start and end meetings on time *(possibly linked to Respect)*
- Give deliberate and active attention to visibly "press pause" and regroup in team processes when things feel uncomfortable
- Hold our words and actions accountable to our team purpose *(NEW?)*

- **Flexibility**
- Ask for and give grace in our teaming and activities
- Do our best to incorporate feedback [Consider options and related implications for making adjustments that incorporate feedback]
- Intentionally veer [in agendas and group process] as needed

- **Humor**

- **Meeting Agenda/Functional Agreements to add into agendas**
- Be open to feedback. [Actively] Reflect thoughts about [potential] team process and content changes [respectfully back to the group} [Hear] – meaningful process check
- Start and end meetings on time *(possibly linked to Respect) – all meetings*
- Use "parking lots" as a means to document and attend to issues and strategies for follow-up [and follow-through] – Who owns and operates the parking lot? (decision making/big picture way to organize parking lot items to ensure they are attended to?)
- Create time to play and socialize *(possibly linked to Humor)- monthly social and Impact Center meeting*
- Support the growth of each individual – mentoring/Impact Center Meeting
- Support the collective [mission and values] of the Impact Center
  - Make personal connections to check in with each other *(NEW?)*
  - Connect regularly to stay focused and accountable to each other *(NEW?)*
  - Take time to celebrate and honor each other's successes *(NEW?)*

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- o Bring and use data to guide reflection and next steps *(NEW?)* *(what data? For what purpose? Do we need this in all meetings/processes?)*
- o Protect time to define concrete next steps for action *(NEW?)*

- **Communication Strategies**
    - o Close feedback loops (forward & back) across all levels of staff and communication *(NEW?)*
    - o Blend our thinking into shared voices *(NEW?)*

Group Agreements

- ▶ Stay on time/flexible
- ▶ Keep everyone on the same page – communication
- ▶ Confidentiality
- ▶ No judgment
- ▶ Patience putting the pieces together (co-creation)
- ▶ Acknowledgment/ respect of diverse cultures
- ▶ Lead with questions rather than assumptions
- ▶ Give NCIC-TP team heads up about dynamics that may be challenging – and vice versa
- ▶ No bad questions
- ▶ Bathroom breaks
- ▶ Humor
- ▶ Music

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Western North Carolina (formerly MadiB) Group Agreements

- Stay on time/flexible
- Keep everyone on the same page – communication
- Confidentiality
- No judgment
- Patience putting the pieces together (co-creation)
- Acknowledgment/ respect of diverse cultures
- Lead with questions rather than assumptions
- Give NCIC-TP team heads up about dynamics that may be challenging – and vice versa
- No bad questions
- Bathroom breaks
- Humor

Draft

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