

Norm Setting Protocol Instructions

Timing

The protocol as described below takes 15 minutes total.

Purpose

To come to consensus about how you and your colleagues will work together.

Materials

Chart paper & markers

Steps

1. *1 min.:* Invite people to reflect in writing for one minute about norms that they have found useful in the past or norms that they would like to use for the session.
2. *7 min.:* Invite people to share norms. It's sometimes best to do this round-robin style so that you hear one from each person, and then open it up for other ideas. Note the norms on your chart paper. You don't need to write these exactly as stated—capture the idea and keep things moving.
3. *2 min.:* Ask if there are any clarifying questions or norms you couldn't live with for this week. You may need to re-phrase or re-frame norms to pose them in a way that is comfortable for everyone.

