

TOOL

# Example of an Agenda for Norm Building

---



This product is the intellectual property of Elena Aguilar and Bright Morning.  
Unauthorized use, reproduction, or distribution is prohibited.

# Example of an Agenda for Norm Building

Math Department PLC

RISE UP ACADEMY

August 7, 2014 8:00–10:15am

## FACILITATOR'S AGENDA

### Intended Outcome:

Participants will:

- Develop and agree upon our Community Agreements for our department for this year

Time	What	Why	How
			Materials
8:00  (20)	<p><b>Opening</b></p> <p>Welcoming (3)</p> <p>Agenda review (5)</p> <ul style="list-style-type: none"> <li>• Frame our process today by referencing the discussion we had last week about what it would take for our team to feel safe and trusting with each other.</li> </ul> <p>Grounding: Ball toss game (10)</p>	<p><i>To understand what we'll do today and bring our best selves to this team. To connect with each other and build community.</i></p>	<ul style="list-style-type: none"> <li>• Pair-share</li> <li>• Written reflection</li> <li>• Whole group game</li> </ul>
8:20  (25)	<p><b>Generating Our Norms</b></p> <ul style="list-style-type: none"> <li>• Make sure to keep reminding the group of why we're doing this, of how these norms will help us work effectively together, to learn from each other, and to meet our students' needs. Emphasize this a lot!</li> </ul> <p>Surfacing previous experiences (4)</p> <ul style="list-style-type: none"> <li>• Say: With a partner, share any experiences you've had with creating norms in a team.</li> <li>• Let them know after two minutes have passed to switch to next person.</li> </ul> <p>Hopes for our today (3)</p> <ul style="list-style-type: none"> <li>• Say: With the same partner, now share your hopes for our process here today.</li> </ul> <p>Brainstorming (9)</p> <ul style="list-style-type: none"> <li>• Say: On your notecard, list the behaviors you'd like to see others demonstrating in our team. Also list those that you know will be most important for you to demonstrate in order to be your best self here. 3 minutes to brainstorm."</li> <li>• Hand out "Examples of Community Agreements." Say: Read these over and highlight those that you feel might be really useful for our group. Also, notice if there's language used on here that you really like and that might reflect one of your ideas. We'll take 3 minutes to quietly read and note."</li> <li>• Say: "Now, from the list you created and the one you just read, put a star by the FIVE that are most important to you. We'll take two minutes to do that."</li> </ul> <p>Brainstorm share (6)</p> <ul style="list-style-type: none"> <li>• Say: "Now turn to a different partner and share the five that you just identified as most important for our group to follow. Explain why you selected those. You'll each have three minutes to talk and I'll tell you when it's time to switch."</li> </ul>	<p><i>To brainstorm the community agreements that will be most useful to our group.</i></p>	<ul style="list-style-type: none"> <li>• Pair-share</li> <li>• Individual writing</li> </ul>
			<ul style="list-style-type: none"> <li>• Notecards</li> <li>• Examples of Community agreements</li> <li>• Highlighter pens</li> </ul>

# Example of an Agenda for Norm Building

Time	What	Why	How
			Materials
8:45  (20-40)	<p><b>Clarifying and Classifying Our Norms</b> Select five and share (12)</p> <ul style="list-style-type: none"> <li>Say: “Select up to five of the norms that you brainstormed or chose from the examples and write each one individually on a sticky note. You’ll have a chance to explain your meaning soon but for right now you just need to capture your idea.” [Show an exemplar.] (1)</li> <li>Have everyone get up and put their sticky notes on the chart paper in a way so that they can all be read. Invite everyone to just stand back and read what’s been posted. It’s ok if they start talking to each other about what they see. (10)</li> </ul> <p>Clarify (2-15)</p> <ul style="list-style-type: none"> <li>Say: “Are there any terms or phrases on any of these sticky notes that you would like clarity on? Is there a norm that you’d like the author to explain? We want to make sure we understand what we’ve generated.”</li> <li>NOTE: This conversation may need to be longer or shorter depending on what was generated. This is a moment to be a very watchful facilitator to ensure that there’s equity of participation, that people can explain their ideas without going on too long or being silenced, and that everyone is engaged in the discussion. The group should be standing or sitting in a way so that everyone can see each other. This can be a really important part of the process as team members describe what they need from the group and perhaps share previous experiences or hopes.</li> </ul> <p>Organize our brainstorm (5-10)</p> <ul style="list-style-type: none"> <li>Say: “Let’s see what happens if we try to organize and group these. If you’re already seeing patterns and groupings then I welcome you to start moving the sticky notes around. You’re also welcome to stand back and just watch—I’m sure we’ll have plenty of hands helping. Our goal is to group these into 5-10 categories that could become our norms, even though we’ll narrow them down to between five and seven in the end.</li> </ul>	<p><i>To make sure we all understand the meaning behind the norms that have been generated and to group them into between five and ten categories.</i></p>	<ul style="list-style-type: none"> <li>Whole group discussion</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Sticky notes</li> <li>Chart paper</li> </ul>

# Example of an Agenda for Norm Building

Time	What	Why	How
			Materials
<p>Approx 9:05-9:25</p> <p>(6-20)</p>	<p><b>Finalizing Our List</b> Narrowed list that we can all live with (4-10)</p> <ul style="list-style-type: none"> <li>Re-write the 5-10 norms that have been grouped previously in a list. Ask: "Is there any norm on here that you can't live with? That you'd be strongly opposed to having as a group norm?" If there is, ask for explanation. If necessary, attempt to revise or eliminate norms until everyone is comfortable with the list of between 5 and 10.</li> </ul> <p>Voting (6-10)</p> <ul style="list-style-type: none"> <li>Give everyone five stickers and tell everyone to put one next to their top five most important norms.</li> <li>Once the top five have been identified, ask for a thumb vote: Thumb up if you are good with these, thumb sideways if you're ok with it and can live with it, thumb down if you can't live with the final decision. This can happen if there's a norm that someone really feels the group needs but it didn't get into the top five. Ask anyone with a thumb down to explain their reasoning and then check the whole group to see if anyone else's thumb has been swayed. Attempt to seek consensus but also balance the need to maintain everyone's engagement.</li> <li>If consensus can't be reached, ask the group to move forward with trying out the top five or seven norms and promising to return to them in 6 weeks to see how they've been working.</li> <li>IF IT'S BEEN A LONG TIME, TAKE A 10 MINUTE BREAK</li> </ul>	<p><i>To vote on our norms and hopefully to have everyone onboard with the final list.</i></p>	<ul style="list-style-type: none"> <li>Individual voting</li> <li>Group discussion</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Chart paper</li> <li>Stickers</li> </ul>
<p>Approx. 9:15-9:45</p> <p>(25-30)</p>	<p><b>Making Meaning of Our Norms</b></p> <ul style="list-style-type: none"> <li>Write each finalized norm on the top of a sheet of chart paper and post around the room. Invite everyone to walk around with a marker and write the meaning they make of that norm—and what it would look like or sound like if that norm was being held. (8-12)</li> <li>Ask for quiet but let participants know that they can communicate in writing—they can comment on each other's notes, star what others have written, ask questions, etc. Make sure to emphasize the purpose of this activity.</li> <li>Ask that everyone contribute to each poster because we want to have everyone's voice in this conversation.</li> <li>After everyone has circulated to each poster debrief together. Say: "What do you notice in our comments? Is there anything here that anyone thinks we should talk about together? Anything that needs clarification?" (8-12)</li> </ul>	<p><i>To ensure that we're all on the same page about what these norms mean and what it'll look like if we're holding them during AND outside of our meetings.</i></p>	<ul style="list-style-type: none"> <li>Chalk Talk</li> <li>Whole group discussion</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Markers</li> <li>Chart paper</li> </ul>

# Example of an Agenda for Norm Building

Time	What	Why	How
			Materials
Approx. 9:30- 10:00  (30)	<p><b>Closing</b> Next steps: How will we ensure that our norms are living, meaningful things?</p> <ul style="list-style-type: none"> <li>Say: At our next meeting, we'll spend about 20 minutes discussing how we can make sure that our norms are really helpful and which structures we can use to uphold them.</li> </ul> <p>Reflection (5)</p> <ul style="list-style-type: none"> <li>Say: With a partner, share your reflections on this process today. How did you experience it? How did it feel? You'll each have 2 minutes and I'll let you know when to switch.</li> </ul> <p>Feedback (5)</p> <ul style="list-style-type: none"> <li>Say: I really value your feedback on our time today. Please be honest and let me know if you'd like to follow up individually with me.</li> </ul> <p>Appreciations (5)</p> <ul style="list-style-type: none"> <li>Say: I want to hold a few minutes for us to appreciate each other. I want to start with thanking each of you for your honesty, full participation and investment in our team. I know that the work we did today will really help us take risks with each other this year and push each other to refine our teaching practice— and therefore, it'll help our kids. Would anyone else like to express an appreciation?</li> </ul>	<p>To close our meeting by clarifying next steps, offering feedback to the facilitator, and offering appreciations.</p>	<ul style="list-style-type: none"> <li>Pair-Share</li> <li>Individual reflection</li> <li>Whole group</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Feedback form</li> </ul>

I always use a facilitator's agenda that has

1) precise times for each section broken down, (on this agenda they're in the parentheses—these will not be on the participant's agenda. I always add an extra minute here and there to account for my speaking time as well as the doing time and to pad the agenda a little.)

2) the comments that I'll make in different sections. I write those comments in the "What" column, below the activity or topic, and I either use a bright green or blue font color or I highlight in yellow.

On this agenda, the facilitator's notes and comments follow the check sign in the "What" column.

WHAT'S NEXT

# Keep Learning with Bright Morning



Join [Leading Teams that Get Stuff Done.](#)

**Confidently lead a thriving, resilient, learning team that gets stuff done.**

- Build trust-based cultures where innovation flourishes and cynicism fades.
- Establish clear team purpose that aligns individual efforts toward common goals.
- Turn administrative overwhelm into streamlined systems that keep your team thriving.



And for an entire year of on-demand support, join our [Leadership Lab.](#)

**Everything you need to lead a thriving team.**

- Transform your thorniest team problems into clear action plans through monthly consultancy sessions.
- Walk away with ready-to-use templates and word-for-word scripts that eliminate leadership guesswork.
- Build trust, distribute leadership, and increase buy-in through strategic approaches.

Curious what this could look like for your team?  
Schedule your [complimentary consultation.](#)

