

TOOL

# Example of a Team's Communication Agreements

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# Example of a Team's Communication Agreements

## **Purpose**

This tool provides an example of clear, actionable communication agreements that support team clarity, efficiency, and trust. It is intended to help teams define shared expectations for how they communicate and collaborate.

## **When to Use**

Use this tool when creating or revising team communication agreements, especially if there is confusion, frustration, or inconsistency in how team members communicate. It is also useful when onboarding new team members or resetting expectations mid-year.

## **How to Use It**

Review the example agreements and identify which ones resonate and which might need to be adapted for your team's context. Use these as a starting point to generate your own agreements—discuss, revise, and commit to a shared set of norms that feel clear and workable for everyone. Revisit and refine agreements over time as your team's needs evolve.

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- Email is used for communicating logistical information, sharing resources, and providing reminders. It is not used for airing grievances, talking about students or colleagues, or dealing with conflict of any kind. Those issues are to be raised in person, either with the team or with a specific individual.
- We will respond to each others' emails as soon as possible and within 48 weekday hours of receiving the email.
- We agree to check our work email on a daily basis.
- Emails and text messages should be brief and to the point—otherwise the content probably merits a conversation or team discussion.
- We will use Google Drive for our shared documents and will check with each other before giving anyone else access to our files.
- Notes from our team meetings will be edited and posted on Google Drive within 24 hours of the end of our meeting.
- When one of us communicates with our administrators about our team's work, we'll copy the whole team on the email or report back on the communication if it was in person at our next team meeting.
- We will not call or text each other after 8 pm on weekdays or before 7 am or on the weekends unless it's an emergency; we respect each other's time with family.

Exhibit 4.5. © Elena Aguilar, *The Art of Coaching Teams: Building Resilient Communities that Transform Schools*. Jossey-Bass, 2016.

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