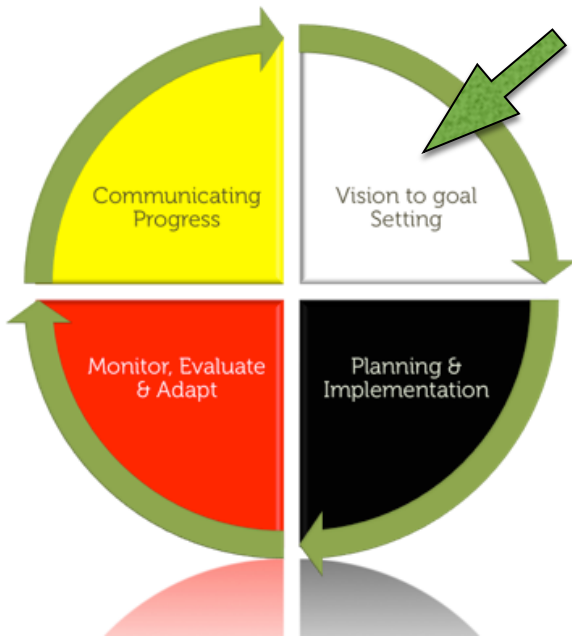


# Vision to Goal Setting: *Meeting Norms*



**Big Idea:** The purpose of this activity is to develop a set of guidelines for important conversations.

## **Guiding Questions:**

- What helps to energize professional conversations among staff?
- What hinders professional conversations among staff?

## **Activity Process:**

### **Materials Needed:**

- Paper for each staff member

### **Rationale:**

This activity will provide staff with an opportunity to reflect on what they need to create an environment where they feel safe to share and discuss ideas.

### **Activity:**

Meet with staff and pose the following questions in preparation for school planning conversations:

- What helps energize professional conversations among staff?
- What hinders professional conversations among staff?

Have staff consider these questions individually and record some ideas on their own. Then, have staff members find a partner that they feel safe sharing their ideas with. Have pairs note what ideas they have in common.

Share the common ideas with the larger group and decide on which ones might be used as norms or agreements during meetings.

### **Post-Activity:**

At the beginning of each meeting, staff could be reminded of the agreed upon norms to encourage positive professional conversations.

### **Resource Link:**

<http://www.seedsforchange.org.uk/groupagree.pdf>