

WHAT:

Ground Rules - Ground rules are the rules that a group sets together.

WHY:

- Enables groups to feel ownership of the process
- Provides a common understanding of expectations or behavioral norms (what's acceptable, what should always, or never, happen in the group) for all participants
- Provides an open and reflective process for creating a safe and open environment

HOW:

1. Explain that in order to work together effectively, you need to work as a team, sharing the responsibility to develop and maintain ground rules.
2. Explain the concepts of stakeholder and owner in the process.
3. Post sample ground rules.
4. Have participants think about behaviors or norms that would help the group or activity run well.
5. Consider ways to get everyone's ideas and suggestions for possible ground rules on the table (see brainstorming tools for ideas).
6. As a team, determine how to take the large list of ideas and turn it into a smaller set of ground rules.
7. Work with participants to make sure everyone understands and agrees to the ground rules.
8. Remember, everyone on the team needs to support and use the ground rules.