



PHILLIPS ASSOCIATES

Off-sites for Senior Leadership

The relentless delivery of uncommon results.

ESTABLISHING TEAM GROUND RULES

PARTICIPANT'S GUIDE

Establishing Team Ground Rules

75 - 90 minutes

Objectives / Outcomes:

- Establish a desired set of explicit team operating rules agreed to by all team members

TIME

5 min.

I.

AGENDA

Introduction

- Importance of ground rules

60-70 min.

II.

Create Team Ground Rules

- Distribute sample ground rules
- Individual ground rule selection
- Multi-vote
- Consensus decision
- Ground rules in action

5 min.

III.

Summary/Close

- Summarize ground rules
- Review action items
- Close

Sample Team Ground Rules I

- TRUST the judgment of team members and be trustworthy
- Understand and RESPECT the perspective of others
- Be COURTEOUS to your teammates and their other responsibilities
- CHALLENGE and SUPPORT others to become better
- Anticipate needs of others and look for ways to help teammates be SUCCESSFUL
- Accept RESPONSIBILITY as a TEAM
- Promote an atmosphere of free dialogue; don't hesitate to "jump in"
- Prioritize COMMUNICATION with each other
- Get to RESOLVE/CLOSURE; Keep end in mind
- FIX the problem and not the blame
- Take concerns directly to the person
- Be willing to THINK OUTSIDE THE BOX

Sample Team Ground Rules II

- Be a good listener
- Celebrate each other's successes
- Agree & focus on a few select goals
- Do what you say you are going to do
- Follow good meeting management guidelines
- Trust & Respect each other (assume good intentions)
- Recognize & Utilize each other's gifts / coach & help each other
- If you have an issue with someone, go to them directly, Face to Face in a timely fashion and keep it confidential
- We have an obligation to surface issues, deal with them and move on (or keep your mouth shut and get over it.)

Your Team Ground Rules

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

