



Setting Team Rules and Protocols

Rules and protocols help teams work together efficiently.

- 1) Agree on team rules and protocols.
- 2) Identify shared goals and assume positive intent –
 - a. We are working together to make a great classroom and improve outcomes for all the children.
- 3) Ask questions to determine a colleague's point of view such as:
 - a. "What led you to think _____"
 - b. "Did I hear you say _____, is that correct?"
 - c. "I'm wondering what you mean by _____"
 - d. "Can you say more about _____ and maybe give an example?"
- 4) Use data to inform the conversations and observations.
- 5) Use problem-solving protocols.
- 6) Respect time commitments (e.g., start and end on time, assign times to agenda items).
- 7) Follow through with assignments.
- 8) Implement new practices across the team.

Based on Boudett, K., & City, E. (2016). *Meeting wise: Making the most of collaborative time for educators*. Cambridge, MA: Harvard Education Press