

PLC Norms Planning Sheet

adapted from SRI: School Reform Initiative

Name: _____ Team: _____ Date: _____

Norms exist whether or not you acknowledge them.

Tips to Consider

- Develop norms by consensus
 - Review norms at each session
 - Periodically assess effectiveness of their use
 - Add, delete, or renegotiate norms as the need arises
 - Refer to norms during the session to prompt members
- Failure to abide by the norms, establishes unwritten norms

Protocol

- **Negotiation with Self:**
 - What do you expect of yourself as a member of this group? What do you expect of others?
 - Write down your three **personal** norms
- **Negotiation with a Partner:**
 - Renegotiate your proposed norms
 - Determine three shared, **partner** norms
- **Negotiation among 4 colleagues/quads:**
 - Each pair brings their proposed norms to the quad.
 - Take the two sets of proposed norms to create a total of three shared, **quad** norms
 - Read the norms aloud "into" the community
- **Negotiations to Achieve Consensus:**
 - For the next meet, the PLC Facilitator re-organized and represents the set of proposed norms for feedback
 - Once norms are decided upon, routinely re-visit them for renegotiation

Examples of Group Norms

- Start on time
- End on time
- Express genuine feelings
- Productively address conflict during meetings
- Keep individual comments confidential
- Each person will have opportunity to be heard
- Listen to and hear one another's viewpoints
- Address issues not personalities
- Publicly support decisions made by the group
- Arrive prepared
- Turn off cell phones
- No 'outside' business during sessions
- Make decisions by consensus
- Limit 'air' time
- Celebrate accomplishments
- Share promising practices

My Personal Norms

- 1.
- 2.
- 3.

Partner Norms

- 1.
- 2.
- 3.

Quad Norms

- 1.
- 2.
- 3.