



TEAM **LEADER** TOOLS

# Team Ground Rules



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# Team Ground Rules

Create and condition desired behavior.

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## WHAT:

The Team Ground Rules Tool provides you with a template for setting and agreeing to conducive norms and expectations.

## WHO:

This tool is useful for the entire team.

## WHEN:

At the beginning of each team meeting and team project.

## HOW:

1. Take time to discuss the purpose and value of team ground rules with your team.
2. Provide an example or two of conducive ground rules.
3. Ask your team list some of the behaviors that rob the team from meeting success.
4. Ask your team to list some of the behaviors that contribute to meeting success.
5. Ask your team what ground rules they would like to mutually commit to so that undesired behaviors are prevented and desired behaviors are reinforced.
6. Write a list of 5 to 7 key ground rules and ask for expressed commitment from each team member.
7. Review the ground rules at the beginning of each meeting and any time there is a need for a reminder.
8. Use the ground rules to help you evaluate meeting success.
9. Revise and update your ground rules from time to time.

# Meeting Ground Rules

