

Team Building Ground Rules

Items 1 through 4 represent Ground Rules as agreed upon by Stevenson Library staff.

1. Err on the side of over-consulting before making a decision
2. If you want or expect a conversation to be held in confidence, ask for that confidence
3. Once a group decision is made, everyone is expected to be supportive of it.
4. The Concept of the Self-Checking Environment includes:
 - Respecting
 - Listening
 - Empathizing
 - Constructive criticism

At the time a taskforce is created, or when an individual is assigned a task, the T-Group will establish who is responsible for making decisions. Once the authority for the decision is established, the individual or taskforce responsible for the decision is also responsible for gathering input early in T-Group meetings.

The following represents a compilation of the small group lists:

Group: BC, CC, SH

- Some issues need to be dealt with individually i.e., union issues some areas need discussion and input from all then taken to a focus group for decision or to Tara
- Clarify public disagreements: feel a move (sic) to lounge before conversation becomes elevated
- Minutes: In Outlook, use the "!" (i.e., bang mark) to bring attention to the importance of minutes. Keep brief
- Added: Everyone uses Outlook Calendar...must e-mail extended absences
- Need a point person to contact during absences

Group:

1. All important issues/decisions effecting entire group...
2. Arguments between members...
4. If a subgroup is talking about or working on something, the entire team has a chance to provide input and volunteer to join the effort
8. If agenda are known they should be posted to the team prior to the meeting
6. More clarification
7. Delete it

Group:

- Strength of the group as a family
- Use reflective listening
- Think about your issue/problem from others' perspectives, including those who would disagree with you

Groundrule:

1. Everyone has a right to express an opinion
2. We're (all) human and can be hurt. Family is good, as is health argument, but don't take it too far.

Group: CS, ES, SC

- Major policies and procedures should arise from consensus of the whole staff. Small working groups must bring procedures/policies to the whole staff for consensus
- Respect and accept another's expertise/strengths; Respect and accept the T-Group's decisions
- A "Referee" (Sergeant at arms) will be appointed and agreed upon to oversee the next T-Meeting. This person will rotate among the T-Group membership
- Each member will be responsible for all preparation required for T-Group discussion (written drafts, policies, KLN working policies, etc.)
- Notification for T-Meeting agenda items must be submitted 5 days prior to scheduled meeting. The agenda shall be posted 1-2 days before meeting. Minutes should be completed and posted in approximately 5 days after meeting.
- Priority of the agenda shall be assigned by? Or decided by?

Additional Guidelines, passed 8/20/01

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2. If you want or expect a conversation to be held in confidence, ask for that confidence.
3. Once a group decision is made, everyone is expected to be supportive of it.
4. The Concept of the Self-Checking Environment includes:
 - a. Respecting
 - b. Listening
 - c. Empathizing
 - d. Constructive Criticism
 - e. *Giving individuals the benefit of the doubt*

If you have a problem with someone go directly to the individual, not to a third person or supervisor.