**Team Etiquette Commitments**

**Team Etiquette Commitment Exercise**

This term, we’ll have some challenging conversations and collaborative tasks. In the most challenging moments, it’s our commitments to one another that make us a true team. Read through the set of etiquette commitments. As a group, use the following question prompts to discuss how you want your learning team to function.

1. What are 1 or 2 commitments most important to you?
2. What will be the 1 or 2 most challenging commitments for you?
3. How can your group help you with these challenges?
4. When you reflect on the entire set of commitments, what’s the overall purpose or goal behind them?
5. What might you suggest adding to your team’s commitments?
6. As you reflect on these, what strengths do you bring to the team?

After your discussion, use these statements to build your team’s etiquette commitment. Delete those your team believes are less important. Revise and change words to better suit your team and add commitments that you think are essential but missing from this list.

Conclude your activity by signing the document with today’s date beside your name. Add your signature by typing your name in all caps.

**The 7 Etiquette Commitments**

**Commitment #1: Mutual Respect**

Mutual respect is more than a disposition; it must show itself in our actions and words. The key to a good etiquette statement for mutual respect is to make it tangible. Here are a few tangible indicators to describe this commitment to mutual respect. (Change or add to these bullets to fit your group).

* We commit to listen to one another and to show that we’re listening by asking for more information or clarifications when it would help us to understand one another.
* When we disagree (and we will), we will work to be curious and open.
* We will become more comfortable with silence and allow space for our more reflective peers to think.
* When we disagree or encounter a heated topic, we commit to behave in ways that are not rude or attacking and to have patience with each other during those more challenging moments of conversation.

**Commitment #2: Self-Awareness**

* We commit to noticing ourselves: our tone, the volume of our voice, our attitude, and to be open to others in the group who point out things we may not be able to notice on our own.
* We commit to notice when we might be slipping into advice-giving and side-conversations.
* We commit to noticing and pointing out when one of us is dominating the conversation, or we need to create space for other voices.

**Commitment #3: A Commitment to Participate**

Every learner is a participant, but participation can look very different for different personalities. This is one commitment your group should discuss, with each member sharing what they bring to the conversation. An introvert may say, “I’m good at seeing what is missing in a conversation, but it takes me some time to figure it out. So, I’ll likely listen for a while and may need some space so that I can speak. It would help if the group could, from time to time, ask me for my thoughts.”

The participation commitment is a great place to address the quality of conversation. For example:

* Instead of generic agreements, such as, “I think that’s an excellent point…” We will respond with specific reasons why or ask specific questions to better understand one another. Here are a couple of examples: “I agree with you, but I’m not exactly sure why. So, it would help me if you would explain more about…” or “That’s a good point because it agrees with what Jen was saying about…”
* We commit to staying engaged when there is tension or when we feel like the conversation is stretching us.
* We all take responsibility for moving the conversation forward by asking questions, making connections, and building on the ideas of others.
* We agree to mix things up, not getting stuck in the rut of the same people going in the same order for the same amount of time.

**Commitment #4: Paying Attention to Time**

We want to keep the conversation moving toward its goal and through the distinct phases of the discussion. It will help to designate a group member to keep track of time. If groups choose to have a timekeeper, they should rotate the role within the group.

* We commit to keep track of time and to use our group time wisely.

**Commitment #5: To Talk about What’s Not Working**

This commitment invests everyone in the group with the responsibility for speaking up when the group finds itself stuck or off-track.

* We agree to speak up and to talk about the following when we notice them happening:
* When our conversation gets off-topic
* When there is prolonged, unbalanced participation
* When we are stuck and feel like the conversation is going nowhere
* When we are generic or overly agreeable
* When our behavior is not matching our commitments

**Commitment #6: Avoid or Decide to Incorporate Side-Conversations**

* When we notice a side-conversation has developed, we commit to pausing to address it. If it’s an important topic, relevant to the group discussion, we will bring it to the group to decide how we might incorporate it into our group conversation. If it is off-topic, we commit to returning our attention to the entire group and the topic at hand.

**Commitment #7: Coming Prepared**

* The quality of our conversation depends on every member of the group being informed and ready for the conversation. We commit to coming to each class, having completed any Zoom preps, reading, or other assignments needed to have a meaningful discussion or complete our assigned project or task.