

# Working Norms for LEA Rep Council September 2005

## Active Communication

- Use **timed** agendas
- Time for clarification
- Positive questioning
- If you have a concern/question/problem make sure you voice it and help solve it (offer solutions)
- Make sure there is time for discussion at the time of voicing your concern
- Norms – take turns speaking
- Check your email daily!!!
- Be Concise
- Active Listening
- Participate in all discussions
- Concise emails
- Speak your mole hill before it becomes a mountain.
- Be explicit

## Respect

- No Sidebars during meetings (verbal and nonverbal)
- ~~We are professionals~~
- Listen and acknowledge
- Tolerance (of different opinions and ideas)
- Be a team player & don't become a hindrance to group work
- Clean up after yourself
- Be open to new ideas
- Model respectful behavior (politeness, kindness)
- Seek clarification
- Cell phones off – silence
- Be upfront, patient – give the benefit of the doubt

## **Safe and Caring Environment**

- Good eye contact when others are talking
- Encourage and support risk-taking
- Take time to get to know your colleagues
- We help each other with challenges and are responsible for safety of all
- Body language during presentations, respect the risk the presenter is taking
- Tolerance
- Friendly faces
- Keep private issues private
- Trust each other
- Active Participation
- Use mistakes as learning / teaching opportunities
- Use respectful tones, body language and word choices when speaking to people

## **Stay Focused**

- Gentle reminders to stay focused and follow norms are okay: (everyone feels comfortable)
- Be on time to meetings and leave other work behind
- Keep to timed agenda (no-ish) on ending time
- Advanced meeting notification
- Keep to issues on agenda and add only for the next meeting
- Use facilitator and timekeeper
- Movement during meetings kept to a minimum
- Leave distractions behind