

SETTING NORMS



Setting group norms helps govern how individuals interact with each other during meetings. Norms establish a safe space for collaboration and conversation.

Follow the steps below to create norms for your team.

- 1.** As a group, at your first PAG meeting, brainstorm practices to create a safe space for conversation and openness. Examples of norms include:
 - Encourage diversity of opinion.
 - There is no bad idea. Encourage “yes, and...” conversations. Eliminate “yes, but...”
 - Confidentiality. What is shared in the room stays in the room.
- 2.** Questions that can be asked to help establish norms:
 - What do you need from the group so you feel safe and open to share?
 - What do we do if someone breaks these norms?
- 3.** Get agreement from all members before finalizing the list of norms.
- 4.** Briefly review the norms at each PAG meeting to help create a safe space for sharing. Reinforce what the group has said they will do if the norms are broken.
- 5.** Make additions or changes “real time” as needed to keep the norms relevant for the PAG discussions.

Here’s an [example](#) of what Norms may look like.