



The Virtual Leadership Academy

Developing the people side of leadership

PEER ADVISORY GROUPS (PAGs)

SETTING NORMS

Setting group norms helps govern how individuals interact with each other during Peer Advisory Group (PAG) 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. Review the norms at each PAG meeting. At the beginning of the meeting, have the Facilitator read through the norms to set the tone for the conversation AND 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.