Creating team agreements

How to develop the agreement

Team agreements must be developed together

Listen actively for what is really being said and asked for by each person, and by the team

Key questions you may want to ask:

For this team to be successful and effective, what do you need to count on from each other?

What kind of service do our customers/stakeholders need from us?

How will performance be measured during this time? What are the team priorities?

How can you most effectively provide support to each other's wellbeing and resilience?

What are the best ways to recognise and celebrate achievement

What makes a good agreement

Keep the agreements short and to the point

Don’t include too many headlines

Ensure that each member believes in the agreement and is willing to incorporate it into the way that they work

Keep the agreement up to date – typically it’s good to review it every six months.

Example headlines to consider

Communication

Frequency and method of communication

Team meeting ground rules

What platform, frequency, how they will be run, what are the objectives

Commitments

Core working hours, team objectives, priorities

Wellbeing and resilience

What each team member will do to maintain their own resilience and wellbeing

How will you know if someone is struggling

Feedback

How we will provide feedback to the team manager/colleagues during this time

One to one's

How often will you have one to one conversations, what day/time

Sample team agreement canvas

Communication	**Team meeting ground rules**	**One to one's**
Commitments	**What else ?**	**Feedback**
Wellbeing and resilience		**Celebrating success**

Need some help?

Learning and Development Team can offer facilitation, to help guide these conversations with your teams

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