

Guide to CREATING TEAM WORKING AGREEMENTS

YOU'VE GOT THE RIGHT *INDIVIDUALS*. NOW IT'S TIME TO MOLD THE RIGHT TEAM.

The **Team Working Agreement** is a critical tool—designed specifically to establish shared guidelines and accountabilities. Every team is unique—taking the proper time upstream to clarify, discuss, refine, and confirm the actions and expectations of all team members is a cornerstone to team success.

TIPS TO FACILITATE A TEAM WORKING AGREEMENT SESSION

- ✓ **BEGIN BY EXPLAINING** that team working agreements are actions they will use to support effective teaming and drive team success
- ✓ **ASK TEAM MEMBERS** to reflect on teams they know to be successful and define their characteristics
- ✓ **BRAINSTORM** your team's specific needs and what actions are required for you to be successful. Consider actions that are behavioral, technology related, logistical, and fun
- ✓ **VOTE** on the top actions that will drive success for your team; the working agreement requires unanimous support



CLARIFY



DISCUSS



REFINE



CONFIRM

Key Reminder: Keep the list short, specific and give everyone a voice!

THE PROJECT BRILLIANT TEAM REVIEWS OUR WORKING AGREEMENT FREQUENTLY TO ENSURE WE ARE WORKING OPTIMALLY AS A TEAM. TAKE A PEEK AT OUR CURRENT ITERATION:

- **DO** what you say you are going to do and if you can't, speak up
- **INTENTIONALLY SHARE** learnings and call out when you are not learning
- **CHALLENGE** each other by playing devil's advocate and calling BS
- **STAY UP TO DATE** daily on Slack. If urgent, text
- **PEER REVIEW** all externally facing content
- **BE ON TIME**

WHAT SHOULD YOU DO AFTER YOU DEFINE YOUR TEAM'S WORKING AGREEMENT?

Hold each other accountable, discuss as a part of team retrospective, and revisit often.

TRY IT WITH YOUR TEAM!

Brainstorm what specific actions are critical for your team's success →

Does your

TEAM WORKING AGREEMENT CHECK ALL THE BOXES?

- The behaviors listed in our team working agreement are easily recognizable
- The agreements listed are critical for our team's success
- Our team will not perform its best if we don't abide by the team working agreement
- The entire team is aware of the team working agreement and can easily access it for reference

We Work Best As A Team When...

BEHAVIOR

TECHNOLOGY

LOGISTICS

FUN