

Instruction for Creating Essential Agreements (Option One)

1. Individual brainstorming. Writing ideas from past experiences.
2. Build group list from all team members. Gathering one suggestion from each member and continuing this process until all ideas are listed.
3. Go through each item on list, inviting team members to ask author of suggestion to clarify meaning when they are confused about meaning.
4. Consolidate ideas if there is consensus.
5. Invite the team to add additional guidelines – what is missing?
6. Review each item on list. Can you live with it? 100% agreement is required.

Instruction for Creating Essential Agreements (Option Two)

1. Individual brainstorming. Writing ideas from past experiences.
2. Ask permission from participants if we can start with a sample list
3. Continue to build list from all team members. Gathering suggestion from each member that are different than the sample list. Continuing this process until all ideas are listed.
4. Consolidate ideas if there is consensus.
5. Invite the team to add additional guidelines – what is missing?
6. Review each item on list. Can you live with it? 100% agreement is required.

Sample list of guidelines

- Start and Stop on Time
- Listen With Respect
- Be Willing to Take Risks
- Be Honest About Not Understanding
- Agreement on Goals and Objectives
- Follow Through
- Have Fun