



Team Agreements

**A Communication Process for Reducing
Conflict Among Teaching Teams**



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So, what happens when you put two or three adults from different backgrounds, with different expectations, into a room together for six to eight hours? Well, at some point there is bound to be conflict. In fact, if you've been in the field long enough, you will have experienced some of the following:

- Disagreements among teaching team members
- Gossiping or triangulation
- Low morale
- Confusion among teaching team members

And so much more.



And this is where the Team Agreement process comes in. Team Agreements is a four-step conflict resolution and communication process that helps teaching teams work through common disagreements, concerns, and challenges.

Using a collaborative process, teams quickly review their everyday routines; capture the roles and responsibilities for each team member and use their agreements as reference points to

provide clarity and reduce conflicts.

The template can be used by

- Administrators - to support new teams coming together, support existing teams with conflict.
- Classroom Teams - to support substitutes and volunteers new to the classroom; break down complex routines; onboard new staff into existing teams; break down roles and responsibilities for those who are co-teaching, etc.
- Itinerants (OT, PT Speech Pathologist, etc.) - to break down roles and responsibilities when "pushing in" to support children in the natural environment.



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(Name of Program/Classroom)

Directions for Making a Team Agreement

Vision:

Purpose:



Step 1 – purpose or vision ensures that everyone is going in the same direction and has a clear understanding of what “it” looks like when they get there.

Category:

Step 2 – Choosing a category or topic for your discussion. It is helpful to choose the topic from a daily routine. And it is recommended that you start with 1-2 routines at the most.

Expectations and Considerations:

Step 3 - Expectations and Considerations. Use existing best practices (NAEYC Accreditation, Head Start Standards, etc.) to guide what should be done (expectations) depending on the routine chosen. It can also be helpful to provide some reflective questions or considerations to get teams thinking about their daily practices.

Accountability:

Step 4 – Mutual accountability. Write down the agreement including who is doing what, where, when, and how.

Teaching Team Members

Teacher _____

Date _____

Teaching Asst _____

Date _____

Please make sure that each member of the Teaching Team has signed this agreement before submitting to supervisor.

Thank you for your hard work. May your team have a smooth and productive year.

Supervisor _____

Date _____

Signing the agreement adds another layer of accountability by asking everyone to acknowledge they were a part of and agreed to the decisions made.



Team Agreement Example

Major Transitions

Expectations:

Each major transition should have a team member at the beginning to move children to the new activity and a team member at the end to bring along any “stragglers”. All team members are to make sure children are settled before moving on to new tasks.

Considerations:

1. Who will handle each part of each transition?
2. What finger plays, songs, etc. will be done while children wait for their peers?
3. What type of routines (e.g., wellness check) are in place for drop off and pick up?
4. What are the procedures for handwashing/toileting during drop off and pick up?
5. What will the behavioral expectations be during each transition?
6. What visual aids will be used to remind children of the expectations?
7. Who will be responsible for developing the visual aids?
8. _____

(add your own prompt question)

Routine	Instructions	Visuals Needed	Team Member Responsible
Drop Off			
Pick Up			

Whole Group Transition?	Beginning Team Member?	Ending Team Member?	Activity?

Expectations:	Visual Aids:
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Additional Notes:



(Name of Program/Classroom) Team Agreement Template

Vision/Purpose:

Category:

Expectations and Considerations:

Accountability:

Teaching Team Members

Teacher _____ Date _____

Teaching Asst _____ Date _____

Please make sure that each member of the Teaching Team has signed this agreement before submitting it to supervisor.

Thank you for your hard work. May your team have a smooth and productive year

Supervisor _____ Date _____



Team Agreements for Inclusion

Child's Name: _____ Classroom: _____ Date: _____

The purpose of this document is to clearly define roles and responsibilities for each member of the classroom team during the day for specific children. Directions:

1. Write in specific behavior expectations and/or steps for each routine in column two.
2. Have each team member write in their goals and/or skills and concepts to be worked on during each routine for the child listed.

	Expectations	Gen. Ed Teacher (s)	OT	PT	Speech	Other
Arrival						
Circle						
Small Group						
Center Time						
Outside						
Snack						
Transitions						
Other						





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15+ Prewritten Topics to choose from

Reflective question to get the team thinking about their practices

part IV Cleaning, Sanitizing and Disinfecting
Exemptions: All classroom materials including children's books, writing instruments, etc. must be cleaned and sanitized...
Considerations: 1. What system can be developed to the CAC/Standards/policies are followed?...

Accountability boxes to capture discussions and agreements

Cleaning, Sanitizing and Disinfecting
Team Member/Chairperson/Teacher?
Other staff or classroom support?
When will this discussion be held?
When will this discussion be held?
When will this discussion be held?

Teaching Team Members
Signing this agreement means you have actively participated in the discussion(s) and agree to uphold and honor them. Therefore, please make sure each member of the Teaching Team has signed this agreement before submitting to (supervisor's name).
Teaching Team Name: _____ Date: _____
Teacher Name: _____ Signature: _____
Additional Staff Member Name: _____ Signature: _____
Thank you for the help!
May your team have a successful and productive year!

Additional exercises to strengthen communication skills

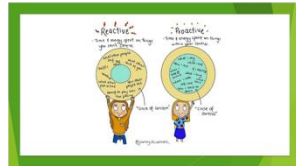
Part VIII Appendix A: List of Strengths
Ambitious, Motivated, Candid, Cooperative, Decisive, Devoted, Determined, Enthusiastic, Experienced, Flexible, Focused, Hard working, Involved, Mature, Open minded, Practical, Punctual, Realistic, Reliable, Respectful, Responsible, Responsive, Seasoned, Self-confident, Self-directed, Self-disciplined, Independent, Systematic, Willing, Articulate, Calm, Capable, Charismatic, Clear headed, Considerate, Creative, Curious, Efficient, Empathetic, Flexible, Fortright, Helpful, Honest, Imaginative, Independent, Innovative, Insightful, Intuitive, Kind, Methodical, Meticulous, Neat, Objective, Organized, Painstaking, Passionate, Patient, Perceptive, Persuasive, Prudent, Resourceful, Sociable, Systematic, Thorough, Well rounded, Competitive, Outspoken, Communicative, Humble, Natural leader, Team player, Adaptable, Diligent, Energetic, Frank, Inventive, Polite, Proactive, Sensible, Sincere, Thoughtful, Versatile
https://positivepsychology.com/what-are-your-strengths/

Need additional resources or want to learn more? Check out My Team Agreements Workbook for Collaborative Teaming at https://teamagreements.com/products/my-team-agreements-workbook-for-collaborative-teaming for an inexpensive and easy way to implement the Team Agreements process.

Need Support Building Your Teams?



Highly Effective Teams



Circle of Control

Options for virtual training:

- 90-minute overview of the **8 characteristics of Effective Teams**
- 90-minute overview of **8 Mindsets of Leadership**
- 90-minute overview of the **Team Agreement Process**
- 90-minute overview for **Managing Mindsets**
- 3-hour training on having influence and the **Circle of Control**

Options for on-site training:

- 1-day deep dive of the 8 characteristics of effective teams with reflective exercises
- 2-day deep dive of the 8 mindsets of leadership with reflective exercises
- 3-day deep dive of the 8 mindsets of leadership, plus challenges and strategies for “living into your leadership” daily, followed by a full day of effective teaming training.
- 8-month Leadership Academy which includes:
 - 3-day on-site deep dive of the 8 mindsets of leadership, plus challenges and strategies for “living into your leadership” daily, followed by a full day of effective teaming training.
 - Monthly 1-hour group coaching to reinforce training concepts while giving opportunities for practice with feedback
 - 1-day on-site “showcase” where participants can reflect on and share their outcomes from the past year



What is the cost? Reach out to me at deidre.harris@teamagreements.com and we can discuss the training that would best suit the outcomes you're looking for.