

## Sample Team Operating Principles

We will:

1. treat each other with respect;
2. acknowledge and respect each others' viewpoints and differences;
3. be direct with each other, speaking honestly and with consideration;
4. recognize that it is okay to agree to disagree;
5. accept that mistakes will occur and that is just fine, as long as we learn from them;
6. maintain confidentiality;
7. take responsibility for our own issues and problems;
8. make every attempt to discuss and resolve problems between us first, before involving others;
9. be sensitive to our different communication styles and needs;
10. be considerate of each others' sensitivities;
11. have patience with each other;
12. come prepared to use our meeting time productively;
13. provide sufficient notice if we are unable to make a scheduled meeting;
14. fulfill our commitments to our jobs and to each other;
15. promote cooperation, collaboration, and planning, while respecting others' work priorities;
16. seek common ground;
17. share and support others' opportunities and resources for growth and participation;
18. fill in when needed to help one another;

19. go directly to the person with whom they have a concern, and negotiate a mutually convenient time and place to discuss it;
20. ensure timely resolution of issues;
21. allow time to follow through;
22. define a process and have it in place to know if disagreements can't be resolved, where it will go;
23. have a range of options for resolving disagreements.