Dundas Central School – Norms of Collaboration

1. Pausing
Pausing before responding or asking a question allows time for thinking and enhances discussion, and decision-making.

2. Paraphrasing
Using a paraphrase starter e.g., "What I hear you saying…thinking…" helps us in hearing and understanding one another as we discuss topics and make decisions.

3. Posing Questions
Ask about others' ideas before advocating one's own. Use focusing questions such as, "What might be an example of that?" to increase the clarity and precision of group members' thinking.

4. Putting Ideas on the Table
Ideas are the heart of meaningful dialogue and discussion.
For example: "Here is one idea…" or "One thought I have is…" or "Here is a possible approach…" or "Another consideration might be…".

5. Providing Data
Providing data, both qualitative and quantitative, in a variety of forms supports group members in constructing shared understanding from their work.

6. Paying Attention to Self and Others
Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying and how it is said as well as how others are responding.

7. Presuming Positive Intentions
Assuming that others' intentions are positive promotes and facilitates meaningful dialogue and discussion.

8. Avoid side bar conversations -One person is speaking at a time

9. Raise our hand to speak

10. No cell phones: Please take your call or text outside of the room at any time.