**Washington & TIES 9 Norms of Collaboration**

**1. Promote a Spirit of Inquiry**



* Inquiry presumes openness, curiosity, and investment in the ideas of others
* Questions should explore perceptions, assumptions, and interpretations
* Inquire into other ideas before advocating your own, seek first to understand, then to be understood

**2. Pause…Think**

* Pause before responding to someone or asking them a question
* Pausing allows time for thinking and can make dialogue, discussion, and decision-making more effective and productive

**3. Paraphrase**

* Paraphrasing assists members of the group in hearing and helps to clarify that what they said is being interpreted correctly
* Using a paraphrase starter that is comfortable for you. For example, you can start with “So…” or “As you are…” or “You’re thinking…” – and follow the starter with an efficient paraphrase

**4. Probe for Specifics**



* Instead of making assumptions about specifics, probe the speaker for more details by asking focused questions. This can help to ensure clarity and precision of another person’s thinking
* Focused questions could be something like “Which students, specifically?” or “What might be an example of that”

**5. Put Ideas Out There**



* Ideas are the heart of meaningful dialogue and discussion- let’s generate many!
* It is helpful to label the intention of your comments. For example: “Here is one idea…” or “One thought I have is…” or “Here is a possible approach…” or “Another consideration might be…”

**6. Pay Attention to Self and Others**



* Be conscious of self and others during dialogue and discussion
* Be aware of *what* you and others are saying and *how* it is being said, as well as how others are responding

**7. Presume Positive Intentions**



* Assuming positive intent means always starting from the idea that a person meant well or was doing their best, no matter what they say or do
* Listen first and don’t interrupt. Ask questions. Clarify where they’re coming from. *Then* form your own opinion about the content of what they’re saying and what their true intentions might be.

**8. Step Up and Step Back**

* Make sure all voices are being heard
* If you are a person who doesn’t generally speak up in discussions- speak up! Your ideas are unique and therefore valuable for the group to hear. Start conversations or build upon others’ thoughts and ideas
* If you are someone who speaks up frequently during discussions, pay attention to how often. Make sure to allow those who don’t speak as frequently the space to speak- try listening to their ideas and building upon them.

**9. Space for Grace**



* Allow space for others to think and process – this means allowing time for silence
* Silence in discussion can be uncomfortable and awkward- but with practice and patience, it can be transformative.

