**7 Norms of Collaboration**

Pausing

Paraphrasing

Paying Attention to Self and Others

Presuming Positive Intentions

Probing for Specificity

Pursuing a Balance between Advocacy and Inquiry

Putting Ideas on the Table and Pulling Them Off

**Norms Inventory**

Pausing to Allow Time for Thought

1. We pause after asking questions.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We pause after others speak to reflect before responding.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We pause before asking questions to allow time for artful construction.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

Paraphrasing with a Pattern of Pause – Paraphrase-Question to Ensure Deep Listening

1. We listen and paraphrase to acknowledge and clarify

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We listen and paraphrase to summarize and organize.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We listen and paraphrase to shift levels of abstraction.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

Probing to Clarify

1. We seek understanding of the meaning of words.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We seek understanding of data, explanations, ideas, anecdotes and generalizations.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We explore the implications and consequences of proposals and plans

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

Putting Ideas on the Table and Pulling Them Off/Placing Data and Perceptions Before the Group

1. We state the intentions of our communications.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We provide relevant facts, ideas, opinions and inferences.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We remove or announce modification of ideas, opinions and points of view.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

Paying Attention to Self and Others to Monitor our Ways of Working

1. We balance participation and open opportunities for each other to contribute and respond.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We restrain our impulses to react, respond or rebut at inappropriate times or in ineffective ways.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We maintain awareness of the group’s task, processes and development.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

Presuming Positive Intentions to Support a Non-judgmental Atmosphere

1. We communicate respectfully whether we agree or disagree.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We embed positive presuppositions in our paraphrases, summaries and comments.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We embed positive presuppositions when we inquire or probe for specificity.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

Promoting a Spirit of Inquiry

1. We inquire to explore perceptions, assumptions and interpretations

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We invite others to inquire into our perceptions, assumptions and interpretations

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High

1. We inquire before we advocate.

Low 1\_\_\_\_\_\_\_2\_\_\_\_\_\_\_3 High