

# WAYS TO CREATE A CODE OF COLLABORATION

## 1. INTERVIEW PROCESS

- Ask for a few volunteers (relative to the size of the group) to serve as “interviewers.”
- Have the interviewers circulate for a period of 10 to 15 minutes, making contact with as many people as time permits. Instruct the interviewers to ask group members the following questions, “What behaviors do you think would be most helpful in this meeting? What behaviors do you think would be least helpful?” Note: The interviewing could also be done in small groups in place of the random contact method described above.
- At the end of the allotted time, ask the interviewers to report their findings back to the group. List the findings on a flip chart.
- Spend a few minutes analyzing the findings, looking for patterns, and consolidating the list.
- Post the list and review the established expectations.

## 2. BEGIN WITH POSSIBILITIES

- Provide a list of several possible behavior expectations. Ask participants to each select two to three from the list. Tabulate the results. Post and use as the Code of Collaboration. The following items might be suitable for your list:
  - Respect confidentiality.
  - Everyone participates
  - Be brief and to the point when speaking.
  - Let others finish what they are saying without interrupting.
  - Focus on issues, not people.
  - Speak for yourself.
  - Avoid squelching ideas prematurely.
  - No side conversations.
  - Be prepared for each meeting.
  - Encourage divergent points of view.
  - Don't leave the meeting, mentally or physically, before it's over.
  - Express your point of view at the meeting .



Source: *101 Ways to Make Meetings Active* by Mel Silberman