

## PROCESS METHOD – *COLLABORATION*: 01. TEAM RULES



### 01. TEAM RULES

*TEAM RULES* is a method for agreeing on a set of rules for how to work together and behave towards one another during a project or team work. This is important for the team in order to work properly and avoid discussions and conflict.

**Materials needed:** Blackboard, cardboard, smartboard or sharable online board e.g. padlet.

**Time required:** 30–45 minutes, and revisited for 15 minutes regularly throughout the project.

#### How?

**1)** Ask team members or the class to come up with suggestions for rules that they think are important to make the team work or to make the class a better place. Make sure that everybody has an opportunity to voice their opinion.

**2)** Write each suggestion down on the blackboard.

**3)** Conduct a session with the team or the pupils where they vote on the most important rules. Make sure to discuss each rule so that everyone agrees on which are the most important.

**4)** Write down the 5-8 most important rules and save them or put them in a place where everyone can see them.

**5)** Be sure to go back to the rules regularly and discuss them in the group to see if they are being respected. If they are not, discuss why that is. They might need to be revised or changed along the process and during the teamwork or in the course of the school year.