Essential Collaborative Team Tools @ AVPS

Collaborative Team Roles:

- **Timekeeper** – ensures that members are being conscious of the time set in the agenda and providing warning for members when time is up (in accordance with the pre-determined agenda).
- **Facilitator** – The facilitator helps the group to focus, ensuring that all participate and that none dominate. The facilitator should remain neutral. The facilitator needs to be able to contain and end discussion when necessary (or as advised by the timekeeper).
- **Minute Taker** – recording the key aspects of the meeting on a proforma (provided) and providing a copy of these minutes to all team members. The next agenda is also recorded at the conclusion of the meeting or members provide the minute taker with future topics, issues, etc before the next meeting. Then the next meeting's agenda is distributed to all team members.
- **Observer** – provides feedback to the team on all happenings and reminds people of the norms and roles that each member is responsible for.

School Values:

AVPS Values underpin actions and behaviours in all community collaborations and interactions.

It is always expected that AVPS community members demonstrate:

- **Respect** - *Honour, admiration, equality, politeness, tact, grace, (towards yourself, relationships environment, cultures / customs.)*
- **Responsibility** - *Duty, good judgment, actions, behaviours, participation, leadership, bounce back*
- **Excellence** - *Personal best, persistence, creativity, learning/performing/socialising, behaviours, and attitudes*
- **Empathy** – *Listening, understanding others, patience, supporting, caring, compassion / kindness, sensitivity)*
- **Gratitude** - *Appreciation, kindness, positivity, optimism, reflection (outwards), actions, words (towards people, things, or feelings)*

*AVPS Protocols:

- Agendas are made available prior to the meeting.
- Agendas are adhered to; efforts are made to avoid going off track.
- Minutes are documented and made available to team members.
- Confidentiality and respect for privacy is always maintained, in <u>all</u> forums and interactions.
- Team members have a variety of roles and responsibilities to perform.
- Roles are rotated where possible.
- Teams keep to time by starting and finishing on time and following the agenda
- The use of personal digital devices is limited to team tasks only.
- Team members come prepared to each forum.
- All team members are encouraged to speak (be heard) and to be active listeners.

Outcomes if values are implemented successfully:

Common, shared values:

- Set a positive scene for how community members relate to one another.
- Result in a feeling of camaraderie and shared success.
- Lead to stronger social connections, thus boosting productivity and passion.
- Increase the likelihood of community members developing a strong sense of belonging to the community or group.

*NORMS for collaborative teams at AVPS - see pages 2- 6

*AVPS definitions: Norms guide our behaviours, protocols are the rules we follow

*NORMS for collaborative teams at AVPS

1. Take an inquiry stance
2. Assume positive intentions
3. Establish and implement protocols
4. Be present and prepared
5. Be soft on people, tough on ideas
6. Laugh often

Approved 9/6/2022   *AVPS definitions: Norms guide our behaviours, protocols are the rules we follow*

*NORMS for collaborative teams at AVPS

Norm	BEHAVIOURS During AVPS collaborations, commitment to this norm will be demonstrated by:	OUTCOMES If behaviours are implemented consistently, possible outcomes of this norm are:
1. Take an inquiry stance	- Implementing a repertoire of evidence-informed strategies. - Setting ambitious but realistic goals and targets. - Monitoring progress over extended periods of time. - Evaluating and intervening when progress is inadequate. - Evaluating the effectiveness of own/team practice and actions. - Working collaboratively to build knowledge about better ways to use evidence to promote improvement. - The willingness to bring about improvement in one's own practice and that of the team. - Seeking out ways to improve the current context. - Identifying problems/challenges and asking questions – of self and others. - Exploring possible approaches, developing plans, gathering data, and evaluating for results. - Self and group reflection. - Identifying data sources, documenting perspectives and further development of questions, frameworks, and changes in views over time.	An organisational culture of: - Openness to adopting best practice research or ideas and different perspectives to one's own. - Listening to and consideration of opinions and ideas of others. Resulting in: - Increased likelihood of positive outcomes. - Increased accountability due to data and research backing up the selection/implementation of a practice, action, or program. - Universal support from the workplace or community.

*AVPS definitions: Norms guide our behaviours, protocols are the rules we follow

Norm	BEHAVIOURS During AVPS collaborations, commitment to this norm will be demonstrated by:	OUTCOMES If behaviours are implemented consistently, possible outcomes of this norm are:
2.Assume positive intentions	- Co-workers or team members working to the best of their ability with the resources and information they have. - People being focused on the same goal of improving outcomes for students and the school community. - Community members doing the best they can. - Being open minded to feedback (giving, receiving, and responding to.)	Assuming positive intent can lead to - better relationships - higher quality communication - stronger bonds of trust - increased opportunities for growth and rewards. - Boost to happiness and well-being. - Increase in purposeful feelings - A positive difference to be made towards colleagues, team, or community members. Being open minded to feedback may result in: - Increased contentment - Reduced stress - Improved relationships - Increased productivity
3. Establish and implement protocols* See list of AVPS protocols on page 1.	- Acknowledging and following AVPS protocols* in all community forums. - Teams establishing additional protocols if needed. - Reviewing protocols regularly. Teams are encouraged to regularly allow time at the end of meetings to review protocols by, for example, giving each protocol a score out of 5. - Acting professionally and accepting in good faith when a breach of a protocol is addressed.	Protocols are important part of a work or community environment because they: - Identify common courtesies and etiquettes which guide behaviours of community or team members. - Provide a standard for community members to adhere to. - Provide a framework for resolving issues that may occur in various forums. - Contribute to a safe and orderly community.

Approved 9/6/2022   *AVPS definitions: Norms guide our behaviours, protocols are the rules we follow

Norm	BEHAVIOURS During AVPS collaborations, commitment to this norm will be demonstrated by:	OUTCOMES If behaviours are implemented consistently, possible outcomes of this norm are:

4. Be Present and Prepared	• Understanding and practicing 'being present,' defined as:
	   o *What you are thinking and what you are feeling is completely focused and centred on what is happening at that moment.*
	• Avoiding distractions, e.g., from phones, emails, and other external forces.
	• Understanding that being 'prepared' can be defined as:
	   o *To make ready beforehand for a specific purpose.*
	• Understanding and practicing 'preparation' is as important as planning; preparation gets you ready to 'do' the work.
	Practicing mindfulness can improve and / or help team members become more present. The following steps may help:
	• Stop and assess how present are you?
	• Re-acknowledge commitment to being present
	• Focus on breathing, become centred, focused, and grounded.
	• Engage in the activity.
	• Alternatively, seek other mindfulness ideas from websites, such as 'Smiling Mind' https://www.smilingmind.com.au/ .
		Being present and prepared may result in improved:
		• interactions
		• problem solving capacity
		• productivity
		
		Preparation reduces errors, prevents re-work, and shortens activities.
		
		Properly prepared meetings take much less time to conduct.
		
		When you are ready, you are confident.
		
		When you are prepared, your stress is reduced because you have less to worry about.

Approved 9/6/2022   *AVPS definitions: Norms guide our behaviours, protocols are the rules we follow

Norm	BEHAVIOURS During AVPS collaborations, commitment to this norm will be demonstrated by:	OUTCOMES If behaviours are implemented consistently, possible outcomes of this norm are:
5. Be soft on people, tough on ideas	• Being warm <u>and</u> accountable, also known as *"Tough on the idea, soft on people."* • Balancing the emphasis on an <u>issue</u> whilst showing empathy to the <u>person</u>. • Keeping tension positively focussed on the issue. • Listening being an essential skill. Focusing on the right words; spoken and heard. • Focusing on solving the issue. This keeps thoughts, words, and actions focused on the right things and delivers the discipline of interaction. • Enabling problem-solving and empowering others to focus on the right things and do the right things in the right way.	• Building strong relationships, accountability and creating positive change.
6. Laugh often	Importance placed on: • Acknowledgement that working in schools has potential for high levels of stress and workloads • Reducing workplace stress and lightening loads - everyone playing a role in this. • Fostering a positive work environment. A team is much more likely to be successful if they are comfortable enough to laugh in each other's presence. • Drawing people together. Sharing laughter places the focus on similarities rather than differences. Boosting creativity. Laughing often allows creative, innovative solutions to be achieved more readily as it frees stress and anxiety, two things that drain creativity.	Laughing often is beneficial because it may: • Have physical and mental health benefits. • Activate and relieve stress responses. • Soothe tension. • Improve the immune system. • Relieve pain. • Increase personal satisfaction. • Improve mood. • Help recharge. Smiling, gives a much-needed brain break from negative thinking. • Cut through tension. Laughter stimulates circulation and relaxes muscles, reducing stress symptoms and improving the ability to focus. • Result in people happy to work / at work.

Approved 9/6/2022   *AVPS definitions: Norms guide our behaviours, protocols are the rules we follow

*AVPS definitions: Norms guide our behaviours, protocols are the rules we follow