

Leadership Network Facilitator NORMS

1. Be an ambassador of 'lifelong learning' (i.e., show your enthusiasm and enjoyment for the work--and try to make others happy, be willing to take risks/admit you have learning to do).
2. Come to meetings prepared (i.e., on time, any preparations/readings completed, with necessary materials).
3. Be focused during meetings (i.e., stick to Network goals/targets, use technology to enhance work at hand vs check email/facebook, etc.).
4. Work collaboratively (i.e., all members' contributions are valued and honored, there are no 'bosses', seek first to understand and then be understood).
5. Set the 'standard' of a facilitator for all Leadership Network partners and as KDE representatives (i.e., use appropriate language/grammar, dress appropriately, present the KDE 'message' on issues, be prepared and knowledgeable for all presentations).
6. Prioritize team/facilitator planning meetings (i.e., make every effort to be present, plan to put routine work aside during meetings).
7. Seek to solve problems/address issues with colleagues in a private and professional manner before involving others.



Procedure for addressing "Norm Violations"

1. Hold up the 'Norm' card
2. Shout "NORM!" a la "Cheers"
3. Make a motion for the group to revisit the Norms