1.5a Agreement Settings: Setting Rights and Responsibilities - Facilitator Example

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| RIGHTS | RESPONSIBILITIES/AGREEMENTS |
| To be a member of this project group | Be on time. |
| Let the group know if you cannot come. |
| Be prepared and bring your materials. |
| To have fun | Follow through - Complete what you start and do what you say. |
| Make your best effort. Try to have fun and be social. Focus on the goals. Be efficient. |
| To be in a positive and safe environment | Support others. Encourage and help each other. Be a team player. |
| Try to communicate your feelings. Keep confidence of the group (no gossip, etc.). Don’t curse or use profanity at someone else. |
| To be respected | Don’t disrespect others. Treat others as you would like to be treated. No put downs. |
| Be responsible for your own actions. |
| To have my own opinions and ideas heard | Honor other people’s ideas or thoughts. Try people’s ideas before saying “no” to them. Do not ridicule or shame people. Ask before taking the lead. |
| Be an active speaker and listener. Participate. Do not interrupt. Be quiet while others are speaking. Speak your mind. Ask for everyone’s input and ideas. |