

## Connections: Team Contract & Goals

“Connections”, the second of the KEEN 3Cs is about learning how to best form and work on a team is a necessary skill for each team member to acquire. Teams use “Curiosity” to identify problems and develop solutions, and they “Create Value” with the output they deliver.

Use this Team Contract to set expectations for team member’s behavior, and to set up a set of ground rules (such as “everyone must participate”) and processes for conflict resolution (vote, flip a coin, etc.). This will let you address key components of successful teamwork such as positive interdependence, individual accountability and development of interpersonal skills. Ground rules are an important tool for helping people function together as a team by recognizing that, in addition to getting the work done, how the work gets done is key. Ground rules reflect what should be important to the members of the team, especially how the members work together and show respect for each other. Ground rules help teams hold members accountable for their actions. After all, each team member agreed to the rules at the start of the team’s formation. And also having a mechanism for accountability is especially important when other social dynamics such as gender or seniority may be at play. They can help to address issues such as diversity, equity and inclusion. The ground rules, called the group covenant, should be the subject of the very first team meeting.

Team Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Team Members:

1. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
3. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### TEAM GOALS:

1. What are our team goals for this project?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
2. What do we want to accomplish?

a. \_\_\_\_\_

b. \_\_\_\_\_

3. What skills do we want to develop or refine?

a. \_\_\_\_\_

b. \_\_\_\_\_

**TEAM EXPECTATIONS:**

What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

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**TEAM POLICIES & PROCEDURES:**

What rules can we agree on to help us meet our goals and expectations?

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**CONSEQUENCES from NON-PERFORMANCE:**

How will we address non-performance in regard to these goals, expectations, policies and procedures?

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**AGREEMENT and TEAM MEMBER SIGNATURES**

We agree about these goals and expectations, and agree to these policies, procedures, and consequences.

1. \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

(This material was adapted from "Teamwork That Works" by Carol Marchetti, April 17, 2018)