AGILITY LAB GUIDANCE

Team Agreements

Team or Community Agreements should be introduced at the beginning of the Agility Lab offering, written out, and discussed. Leave a blank space and ask if there's anything missing—oftentimes groups will have existing norms or agreements to incorporate. Can be helpful to surface these from the team lead in advance of the workshop. **Leave the sheet posted throughout the sprint in a visible section of the room (avoid out of sight, out of mind mentality!) or a prominent section of the mural board for reference.**

You don't have to use all (or any!) of these, but please set some base-level agreement with the group to foster a container of psychological safety.

FAVORITES:

- **Make space, take space -** if you're typically one of the loudest voices in the room, be conscious and create space for others. If you're typically more soft spoken, challenge yourself to take up more space!
- **No one knows everything, together we know a lot** - you don't have to be an expert to have a great idea, and if you are an expert you should be prepared to learn new things!
- **Yes and...** - First rule of improv! This sprint is focused on building. Your *"buts"* can butt-out.
- **This is a journey, trust and value the process** - we aren't going to solve everything with this sprint, but we will learn a heck of a ton together along the way.
- **Hard on ideas, easy on people -** Engage tension, assume good intent of others and own your own impact, don't indulge drama...be hard on ideas (we want to best!) but be easy on people (we're all trying!).
- **Care for yourself, others and your community** - If you have to go to the bathroom or your blood sugar is dropping, please take care of yourself. If you notice that a colleague has shut down or tuned out, reach out to them or share your observation with the facilitator. And always keep in mind the people who aren't in the room—who is the larger community that you are representing?
- **Be on time -** facilitator will ensure that we aren't going over on time, that we have breaks + lunch, etc. Please be on time (or early) whenever we are convening.
- **Raised hands in chat + no side conversations in chat!**
- **[LEAVE BLANK SPACE for group's existing norms or other ideas]**

OTHERS:

- **Take the lessons, leave the details -** Particular for NDA or sensitive topics. Feel free to talk about broad strokes concepts, but leave specifics (names, project details, etc.) in the room. Trust is everything.
- **This is a work in progress, we're going to start from where we're at—nothing we decide today is permanent** - self explanatory
- **W.A.I.T. - Why Am I Talking** - Check yourself before you wreck yourself! Are you really making a point? Or just talking for the sake of talking. We're on a deadline, please be conscious.
- We make sure everyone who wants to speak has the space to speak
- We move the conversation forward
- Ideas and lessons leave the room, names and stories stay
- We embrace curiosity and lean into new insights
- We help each other to think differently and take risks with our ideas