

# Creating team agreements

Managing a remote team



# How to develop the agreement



**Team agreements must be developed together**



**Listen actively for what is really being said and asked for by each person, and by the team**



**Questions you may want to ask:**

For this team to be successful and effective, what do you need to count on from each other?

What kind of service do our customers/stakeholders need from us?

How will performance be measured during this time? What are the team priorities?

How can you most effectively provide support to each other's wellbeing and resilience?

What are the best ways to recognise and celebrate achievement



# What makes a good agreement



Keep the agreements short and to the point



Don't include too many headlines



Ensure that each member believes in the agreement and is willing to incorporate it into the way that they work



Keep the agreement up to date – typically it's good to review it every six months.



# Example headlines to consider



## Communication

Frequency and  
method of  
communication



## Team meeting ground rules

What platform,  
frequency, how  
they will be run,  
what are the  
objectives



## Commitments

Core working  
hours, team  
objectives,  
priorities



## Wellbeing and resilience

What each team  
member will do to  
maintain their own  
resilience and  
wellbeing  
  
How will you know if  
someone is  
struggling



## Feedback

How we will provide  
feedback to the  
team  
manager/colleagues  
during this time










## One to one's

How often will you  
have one to one  
conversations, what  
day/time



# Sample team charter canvas

 <b>Communication</b>	 <b>Team meeting ground rules</b>	 <b>One to one's</b>
 <b>Commitments</b>	<b>What else ?</b>	 <b>Feedback</b>
 <b>Wellbeing and resilience</b>		 <b>Celebrating success</b>