

3.5.4 Group contract

Name:

Cooperation agreement.

Aim:

To balance expectations and define success criteria and principles for cooperation.

Requirements:

A piece of paper and a pen or a computer.

Time:

30-60 minutes.

Number of participants:

Min. 1 group.

Steps:

A cooperation agreement is a kind of non-formal contract with ground rules for the group. The purpose of the cooperation agreement is to balance expectations and define criteria for success and principles for the cooperation. An example of this is how the team will manage conflicts and make decisions. The agreement should be used if the team ends up in a conflict situation. Hence, the collaboration agreement may also become a reflection tool for the team. The collaboration agreement must be maximally one-page long.

You can use some of the following questions to help formulating the cooperation agreement.

Example:

Cooperation agreement between: [names of participants]

Date:

- Describe the following in brief sentences:
- How can each one of us contribute to the work?
- What does good cooperation entail for our group?
- Group members personal profile - strong and weak sides.
- How will we contribute to the work with a challenge/project?
- What are our common goals?
- How do we handle stressful situations?
- When do we meet [indicate time]?
- What do we do about members of the team who do not arrive at the time agreed?
- How do we handle disagreement [conflicts] in the team?
- How are we going to use our facilitator/instructor?

References:

NTNU (2017): Eksperter i team - Håndbok for landsbyledere og læringsassistenter, Norwegian University of Science and Technology, Trondheim, 8. edition, 1. issue

