

WORKSHOP: Building Ways of Working

*There is no single right way to create a Ways of Working agreement.
The important part is having the conversation together and agreeing on how you want to work as a committee.*

Workshop 1 – START FROM SCRATCH

Choose this if you want the ideas to come completely from your committee.

Step 1: Storming ideas

Give everyone some sticky notes.

Ask: What do we need from each other to work well together?

- Write one idea on each sticky note.
- Put them all up where everyone can see them.

Step 3: Name your themes

Give each group of ideas a simple heading.

You might end up with things like Trust, Listening, Respect, Communication or something completely different.

Use your committee's words.

Step 2: Group the ideas

As a group: Put similar ideas together.

Ask:

- What are we noticing?
- Which ideas belong together?
- Are we saying the same thing in different ways?

Step 4: Make it practical

Take each heading and ask: What does this look like when we do it well?

Talk about what people would actually see and hear around the committee table.

Turn your answers into a few simple "We will..." statements.

Workshop 2 – START WITH SOME HEADINGS

Choose this if your committee would like some prompts to get the conversation started.

Step 1: Choose one of these starting points.

OPTION A – DECYP VALUES

- Respect
- Courage
- Growth
- Connection
- Responsibility

OPTION B – PARTNERSHIP HEADINGS

- Trust
- Respect
- Openness
- Curiosity
- Shared ownership
- Follow-through

Step 2: Workshop the headings

Write each heading on a separate sheet of paper, whiteboard space or shared screen.

Work as one group, in pairs or in small groups.

For every heading, use the same question: What does this look like when we do it well?

Don't worry about finding a perfect definition.

Think about what you would actually see and hear.

For example:

- What would people be doing?
- How would people speak to each other?
- What would happen when people disagree?
- What would happen when someone asks a difficult question?
- How would information be shared?
- What would happen after the meeting?

Record the ideas under each heading.

Step 3: Choose what matters

Come back together and look at everything you've generated.

Ask:

- Which of these ideas are most important to us?
- Is anything repeated?
- Is anything missing?
- Are these the right headings for us?

Change, combine or remove headings if you want to.

Then turn the ideas you want to keep into simple:

"We will..." statements.



Before you finish, ask: Does this sound like us?

Is it clear enough that we would know if we weren't doing it?

Is anything important missing?

FINALISATION — Endorse your Ways of Working

Table your final agreement at the next committee meeting.

Endorse with a motion and vote.

Keep your Ways of Working visible at committee meetings. Refer back to it regularly and check whether you are working in the way you agreed.

Revisit your Ways of Working when your committee changes, or at least once a year.



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