HONORING OUR COLLECTIVE HUMANITY INCLUDE: NORMS DEVELOPMENT PROTOCOL™

Part of our Leading for Antiracism & Equity Webinar Series on Youtube: @developingcapacitycoaching

DEVELOPING CAPACITY COACHING

This activity is based on the *Minimum Specs Protocol* from Liberating Structures, and is designed for use with teams or groups. Gather your team together for a meeting, define inclusion, introduce and walk through the INCLUDE protocol.

I — Invite to Inclusion: Ask the team, what are the minimum requirements needed to value & respect all social identities (race, class, gender, etc.) by treating everyone in a fair and just manner? Give everyone time to answer this question individually and make a short list of norms. **Invitation**

N — Break the group into small groups or pairs & give time to discuss their individual responses. Groups should narrow the responses to 1 norm that can foster inclusion. **Narrow**

C — Condense the number of norms, each group shares 1 proposed norm. Raise the final norms from each group with a group discussion. **Condense**

L — Lead a group discussion on the proposed norms. Give everyone a chance to discuss their thoughts on each proposed norm. Ensure all voices are heard, seen, and respected from diverse backgrounds, years of experience, and years in the organization. **Lead**

U — Understand the importance of each proposed norm. For each proposed norm: ask, could we achieve inclusion if we abandoned this norm? If the answer is no, keep the norm. If the answer is yes, discard the norm. **Understand**

D — Decide on the final norms by conducting a final majority vote to narrow down to 3-5 norms. fl the list is longer than 5, revisit each norm and ask, if we abandoned this norm, could we achieve inclusion. If yes, discard that norm. **Decide**

E — Post norms on agendas, in shared documents, & in performance reviews. Use them in group and 1:1 settings. Determine the accountability process for violating norms. Quarterly, discuss where the group excels & can grow. Assess the group's fidelity to norms & adjust as needed. **Embed, Evaluate, Evolve**