

Effective Communication: Shared Agreements

5 minute group activity 

Live the Six Toolkit | UR Office of Equity and Inclusion

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Creating Shared Agreements

Directions

Shared agreements are a tool for setting healthy communication boundaries. They state our intentions & values overtly, and can be referenced if interactions veer off course.

To get started, make sure that you have a facilitator and a note-taker. This can be the same person or two different people. If meeting virtually, you may even consider allowing all individuals to add suggested agreements through a digital whiteboard or similar interface.

Next, set the stage by explaining what Shared Agreements are and why they matter. Then, you can open up the floor to suggested agreements. If your group has trouble getting started, you might want to offer one or more of these common agreements:



Speak For Yourself

Use "I" statements, and talk about your own observations, experiences, and perspectives.



Build, Don't Sell

We're here to build shared understanding, not convince or sell each other on ideas and opinions



Listen to Understand

Avoid listening with the intent to immediately respond. Consider the words being shared by others carefully and fully.



Share the Air / One Mic

Also known as "three before me" - balancing how much we contribute and take in information, and ensure only one person is speaking or communicating at a time.

When the group is ready, start to list your Shared Agreements on page 2 of this document. Remember that Shared Agreements can be adjusted or added over time, as long as everyone in the group agrees to the changes. Make sure to post the Shared Agreements somewhere visible during group discussions, and consider starting with every meeting with a brief refresher on the agreements.

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Our Shared Agreements

Group Name: _____

Agreement Title	Description/Agreement in Action