# Supervisors – you should think through each of the bullet points listed below & write down any normal or expected behaviors you or your team members have about each point if it applies to your team.

# Expected Behaviors

* Communication Norms
  + Preferred method of communication
  + Response time expectations
    - Emails
    - Texts
    - Teams Messages
  + Meeting cadence and expectations
    - Arriving late or early expectations
    - Notification if you will be late
    - Participation expectations
  + Sharing updates with the team cadence & method
* Working Hours & Availability
  + Standard working hours
  + Expectations around breaks and lunch
  + Handling overtime
  + How to communicate time off or unexpected absences
* Decision-Making & Collaboration
  + How decisions are made
  + Who to go to for specific questions or approvals
  + Expectations for teamwork
  + Conflict resolution approach
* Work Style & Productivity
  + Task prioritization
  + Deadlines and accountability
  + Expectations for focus time
  + Use of cameras during virtual meetings (if applicable)
* Feedback & Recognition
  + How and when feedback is given
  + How the team celebrates wins
  + Peer-to-peer recognition practices
  + Conflict resolution approach
* Learning & Development
  + Opportunities for skill development
  + Mentorship or buddy system for new hires
  + Goal setting process
* Inclusion & Psychological Safety
  + How the team ensures all voices are heard
  + Norms around respect and open dialogue
  + Expectations for inclusive behavior
  + Team traditions
  + Social events
  + How the team connects informally
* Miscellaneous
  + Any unique team expectations or unwritten rules
  + How the team integrates with other departments