# 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