FACES & VOICES OF RECOVERY

Group Agreement Template

Why a Group Agreement?

A Group Agreement helps create a space where everyone feels **safe, heard, and respected**. This agreement **sets the tone** for open discussions and ensures that all participants understand and share common expectations.

As a facilitator, your role is to **guide the group in co-creating this agreement**, ensuring it reflects what they need to feel **comfortable and engaged**.

Step 1: Start the Conversation

Facilitator Guidance:

✓ Introduce the concept: *"To make sure we have a productive and respectful conversation, let's take a moment to agree on how we'll engage with each other."*
✓ Emphasize **collaboration**—this is **not a set of rules**, but a shared commitment.
✓ Keep it **simple and relevant** to the group's needs.

Example Script:

- *"What do you need to feel safe and supported in this group? Let's brainstorm some guidelines together."*
- *"Has anyone been in a group where they felt really comfortable? What made that possible?"*

Step 2: Identify Core Agreements

Below are some **common group agreements**. Encourage participants to suggest additional ideas.

✓ **Respect All Voices** – Listen actively and without interrupting.
✓ **Confidentiality** – What is shared here, stays here (unless harm is involved).
✓ **Use "I" Statements** – Speak from personal experience.

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✓ **One Mic Rule** – One person speaks at a time.
✓ **Step Up, Step Back** – If you talk a lot, step back. If you're quiet, challenge yourself to step up.
✓ **Assume Good Intent, but Address Impact** – Be kind, but open to learning.
✓ **Brave & Safe Space** – It's okay to be uncomfortable as we grow together.
✓ **Be Fully Present** – Limit distractions and focus on the conversation.

Facilitator Script:

- *"Let's go through some basic agreements that help create a safe and open space for discussion. Do these work for you? Is there anything else we should add?"*
- *"Does anyone want to modify or suggest something different?"*

Step 3: Confirm & Display the Agreement

✓ **Write the agreement** where everyone can see it (flipchart, shared document, or virtual whiteboard).
✓ **Have participants verbally confirm** their agreement.
✓ **Optional:** Have participants **sign the agreement** to reinforce commitment.

Example Check-In Script:

- *"Does everyone feel comfortable with these agreements? Are there any final changes before we move forward?"*

Step 4: Use & Reinforce the Agreement

✓ **Refer Back to It** – If someone **breaks an agreement**, gently remind them:
"Let's remember our agreement to listen and let others finish speaking."
✓ **Adjust If Needed** – *"Is this agreement still working for us? Do we need to add or change anything?"*
✓ **Use It for Conflict Resolution** – When tension arises, return to the agreement as a **neutral foundation**.

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Example Script:

- *"I noticed there was some tension in that last discussion. Let's take a moment to revisit our agreements—how can we ensure we're respecting all voices?"*

Step 5: Customize Your Group Agreement

Group Agreement Template (Editable)

Use this template to **document your group's agreements**:

Group Name: _____
Date: _____

1.   _____
2.   _____
3.   _____
4.   _____
5.   _____
6.   _____

(Add more as needed)

✓ **Facilitator Check-In:** *"Are these agreements working for us? Do we need to make any changes?"*

Example Completed Group Agreement

✓ **Listen actively**—respect each other's voices.
✓ **Keep confidentiality**—what is shared here, stays here.
✓ **Speak from personal experience**—use "I" statements.
✓ **Follow the "One Mic Rule"**—one speaker at a time.
✓ **Step up, step back**—balance participation.
✓ **Assume good intent, but acknowledge impact.**

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✓ **Create a Brave & Safe Space**—it's okay to grow through discomfort.
✓ **Be fully present**—limit distractions.

Final Thoughts

A Group Agreement **builds trust and sets expectations** so that everyone feels included. Keep it **simple**, use it **actively**, and check in with the group to ensure it remains relevant over time.

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