

# Respecting Ourselves and Others

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### **Staff Respect Lesson Plan**

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#### Objectives

The entire staff will look at the concept of respect and determine what respect will look like in their professional life together. They will think about what they need to do in order for there to be a sense of respect present.

#### Duration

60 minutes (depends somewhat on size of staff). Find a staff meeting time when the entire staff can be together.

30 minutes. The next day or staff meeting look at a formally written Respect Agreement and make a commitment of respect together.

#### Materials Needed

Each person needs a pencil or pen.

Paper for each person.

Butcher paper and markers for groups of four to record their ideas.

Chalk/white Board or large butcher paper to record a composite of all of the ideas (to be done by the process leader at a later time).

#### Procedure

1. Pass out paper to each staff member and tell him or her to fold their paper into four quadrants (if more than four categories are needed, decide what they are and have as many as are needed). The quadrants should be labeled in a way that makes sense for your organization. Here is an example of how a school staff labeled their quadrants: In quadrant one Board and Administration Respecting Staff, quadrant two Staff Respecting the Board and Administration, quadrant three All of Us Respecting Ourselves and Each Other, and quadrant four All of Us Respecting School Resources and Facilities. (A fifth might be Staff Respecting Staff, and a sixth might be All of Us Respecting the Community, students, parents, etc.) Write these labels for each category on the board or whatever is available so all can see as they label their paper. Tell them they will have ten to fifteen minutes to do a quick write about what respect would look like, sound like in each of the categories. What would it mean for the Board and Administration to respect the staff (teachers, cooks, custodians, and office staff)? What would it mean for a teacher to respect the Board and Administration? What would it mean for us to respect ourselves and each other? What would it mean to respect the resources and facilities of the school or business? How would we talk

other? How would we treat people who come into our school or place of business?  
How do we present ourselves to the larger community?

2. As the staff are writing, the leader should also write her/his ideas about the same issues if she/he is part of the organization.
3. Have the group number to whatever number you need in order for all to be in group of four (24 people, number to six). This helps people to mix a bit and talk with others than those they might naturally always sit with.
4. Have the group get into their smaller groups of four. Join one of the groups if you are also part of the organization. First each group should go around allowing each person to read their entire list. On a butcher paper, the group makes a list consisting of all the ideas expressed. Tell them if an idea is duplicated, write that idea only once. Include all ideas.
5. Put the butcher paper lists from all the groups up so all can see them. A person from each group can read the ideas from their group's list.
6. Invite the staff to look at the lists. Tell them these lists include the ideas of all of us. Give them 2 to 3 minutes of silent time to look at the lists. Ask them to think about whether or not they would be willing to consciously try to do what is on the lists to make the staff experience as respectful as possible for everyone.
7. Give time for discussion and clarification. It is good to do this first in the small groups and then with the group as a whole. Sometimes people are concerned about wording and/or meaning. This is a time to clarify, change (with their permission), and add (again with their permission) if the group wants to add something that seems to be missing.
8. When there is no more discussion and all seem to have the clarification they need, invite the staff to consider how our organization would be if we were all willing to do the things on the list.
9. Tell them that you will take these group lists and write them into a formal Respect Agreement including the ideas of all (you don't need to repeat ideas that are the same) that will be the basis of the group's relationship together. This will be in a form that all can sign.

Next day or next staff meeting:

1. Put up the individual group lists again. Put up and look at the agreement that has been written out more formally on butcher in the categories selected. It is important for all to see that their ideas are included. The more all feel they have had a part in creating the agreement, the more likely it is that the agreement will be kept. Allow time for questions and clarification. Modify the agreement if there is something that needs to be modified.
2. Ask if all would be willing to sign this Respect Agreement. Give time for all to sign it. (We have found it helpful to have the agreement up where we have our staff meetings both as a reminder and an easy check all can privately make.) If there is a disagreement, confusion, problem, the agreement can be a starting place as people come together to problem solve.

