

Staff Training to Support Scholarship Essay Workshop Series October 6, 2022

Creating Working Agreements with a Group or One-to One

Working Agreements are foundational to creating a safe space for participants to share freely. Creating Working Agreements can clarify expectations you have for each other and the process in which you will be involved. By asking the people involved in the activity what they will need to feel comfortable to fully express themselves, it offers the opportunity for ownership of the process. Whether you are working with students in a group or one to one, creating Working Agreements together can be effective in achieving the desired outcome.

Purpose:

To begin the process of collectively creating a welcoming and safe learning environment.

To include participants in creating the safe space / workshop climate.

To produce a list of individual behaviors that the group/ pair adopts collectively.

Ask:

What do you need in order to feel safe to engage fully in this workshop? In this writing process? Expressing yourself? Sharing your story?

Keep in mind, this may be the first time a student has written a personal narrative essay. For some this is a high-risk activity.

Key points:

Participants are asked to bring your full self and commit to the process of writing an essay

Created by the group/ pair - for the group/ pair – they define what we need from each other.

Provide a common language for addressing issues and commitment.

Upheld and enforced collectively/ together.

Living document – can be added to and refined

Examples of Working Agreements:

Confidentiality – can share what you learn but don't repeat personal stories

Respect for each other's thoughts, ideas, feelings, etc.

Agree to complete the process of writing the essay

Start and end on time

Be available at agreed upon time to work on the essay

Participate fully

Sample Working Agreements from Scholarship Essay Workshop 2020

We agree to:

1. Keep personal information private
2. We only share what we're comfortable with
3. Be respectful of each other
4. Be understanding
5. Take care of our needs while also participating in the workshop