

# Collaboration

What does it mean?

**Collaboration** is when two or more people work together, through idea sharing and thinking, to accomplish a common goal. It is simply teamwork taken to a higher level. Teamwork is often a physical joining of two people or a group to accomplish a task.

How can we collaborate effectively?



**STOP**  
**COLLABORATE**  
**AND LISTEN**

# Listen

When discussing and sharing ideas

Good Listeners, build on the points made by the team and take on board criticism. Both positive and negative.

# Step up

Collaboration isn't about doing the bare minimum, but occasionally going above and beyond in unexpected ways. When people know you'll step up when needed, collaboration is much easier.

# Compromise

Collaboration isn't about getting what you want all the time and everyone else collaborating for your benefit. A question great collaborators ask themselves is, "What am I contributing to this relationship and how am I supporting the greater good?"

# Be Reliable

No one wants to collaborate with someone who drops the ball, even if it just happens on occasion. Good collaborators are effective at judging how long it will take them to get something done and then manage their schedule to deliver on time.

# Be Kind

There's a lot to be done; we get it. However, it's important to remind yourself that there is a way to get things done without making enemies along the way. People work harder, smarter, faster when they like who they are working with so if you want to drive optimum efficiency and effectiveness, be kind to those you want to (and need to) collaborate with.

# Show integrity

In order to be an effective collaborator, you have to know who you are, what you stand for, and how your talents, beliefs, values, etc. will benefit the challenge at hand. Others will appreciate your feedback, and trust that you'll always give honest feedback.

# Why do we collaborate?

- ▶ To share ideas
- ▶ To solve problems
- ▶ To share resources
- ▶ To increase efficiency

[https://www.youtube.com/watch?v=ga1\\_a4qw-As](https://www.youtube.com/watch?v=ga1_a4qw-As)