Improving Collaboration

Create Structure

- Agree upon goals and processes
- Clarify responsibilities - who does what & when
- Discuss how you will exchange feedback
- Determine communication channels
- Consider potential sources of conflict

Discuss:

- How do you do your best work?

Foster Trust

- Get to know what is important to others
- Let others decide how a task is accomplished
- Ask team members for feedback
- Ask & use preferred communication methods
- Learn/practice conflict management techniques

Discuss:

- What actions build trust for you?

Build Relationships

- Spend some time on small (non-task) talk
- Get to know how others like to work
- Develop your Emotional Intelligence (EQ)
- Be consistent with your communication
- Offer grace for yourself and others

Discuss:

- What goals have others helped you achieve?

Closing: Improving Collaboration

"No one can whistle a symphony. It takes a whole orchestra to play it."

~H.E. Luccock

Resources: *Improving Collaboration*

LinkedIn Learning
- Collaborate Intelligently (~ 4 minutes) https://www.linkedin.com/learning/learn-emotional-intelligence-the-key-determiner-of-success/angie-mcarthur-collaborate-intelligently?u=50844473
- Collaborative Leadership (~37 minutes) https://www.linkedin.com/learning/collaborative-leadership/building-collaborative-relationships?u=50844473
- Creating a Culture of Collaboration (~ 26 minutes) https://www.linkedin.com/learning/creating-a-culture-of-collaboration/collaboration-drives-high-performance?u=50844473
- Essentials of Team Collaboration (~ 32 minutes) https://www.linkedin.com/learning/essentials-of-team-collaboration/welcome-to-essentials-of-team-collaboration?u=50844473

Online Sources
- Collaborating with Someone You Don't Really Know https://hbr.org/2020/12/collaborating-with-someone-you-dont-really-know
- Eight Ways to Build Collaborative Teams https://hbr.org/2007/11/eight-ways-to-build-collaborative-teams

More Resources: *Improving Collaboration*

More Online Sources

- How to Improve Teamwork in the Workplace https://www.gallup.com/cliftonstrengths/en/278225/how-to-improve-teamwork.aspx
- Six Ways to Improve Team Collaboration and Enhance Productivity https://www.forbes.com/sites/theyec/2018/06/14/six-ways-to-improve-team-collaboration-and-enhance-productivity/?sh=4dac55502037
- 10 Components of Collaborative Intelligence https://www.cmswire.com/cms/social-business/10-components-of-collaborative-intelligence-013549.php

JMU Talent Development Resource Collection Books

- *Collaborative Intelligence: Thinking with People Who Think Differently* ©2015 by Dawna Markova, PhD and Angie McArthur
- *Give and Take: Why Helping Others Drives Our Success* ©2013 by Adam Grant
- *A Guide to Collaborative Communication for Service-Learning and Community Engagement Partners* ©2018 by Rebecca J. Dumlao
- *The Ideal Team Player: How to Recognize and Cultivate the Three Essential Virtues* ©2016 by Patrick Lencioni
- *The Right Kind of Crazy: A True Story of Teamwork, Leadership, and High-Stakes Innovation* ©2016 by Adam Steltzner