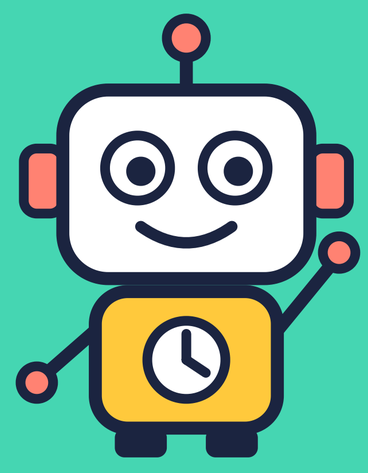
COLLABORATION

Big job? Team up.



Collaboration means working with other people towards the same goal. These eight skills help any team work well together.

1 Share the goal

GOAL

A team is a group with a shared goal.

ASK YOURSELF

What are we all trying to do?

FUZZY
"Stuff about frogs"

CLEAR
"A frog poster by Friday"

2 Find your role

ROLE

Every job needs an owner.

ASK YOURSELF

What is my job for the team?

Organiser
Recorder
Timekeeper
Checker

3 Take turns

INCLUDE

Everyone speaks.
Everyone does.

ASK YOURSELF

Has everyone had a go?

Go around
Invite
Share the fun jobs

20 ÷ 4 = 5 minutes each

4 Build on ideas

CONTRIBUTE

Add to an idea before you judge it.

ASK YOURSELF

What can I add to that?

"Yes, and…"

Add
Join
Ask

5 Disagree kindly

COMPROMISE

Disagree with the idea, not the person.

ASK YOURSELF

What matters most to each of us?

Combine
Compromise
Try both
Vote

6 Help each other

SUPPORT

A team is finished when everyone is finished.

ASK YOURSELF

Who needs a hand? Do I?

OFFER
"Would you like a hand?"

ASK
"I'm stuck. Can someone show me?"

7 Keep your word

RELIABLE

Trust grows when you do what you said.

ASK YOURSELF

Did I do what I said I would?

Say it clearly
Write it down
Speak up early

Plan backwards from the deadline.

8 Look back together

REFLECT

Look back so next time is even better.

ASK YOURSELF

What worked? What will we change?

What went well?
Even better if…
Thank you for…

Two stars and a wish.