



Lesson 2
Effective Collaboration



Objectives

Define
collaboration

Determine why
effective
collaboration is
important

Identify the five
principles of
effective
collaboration



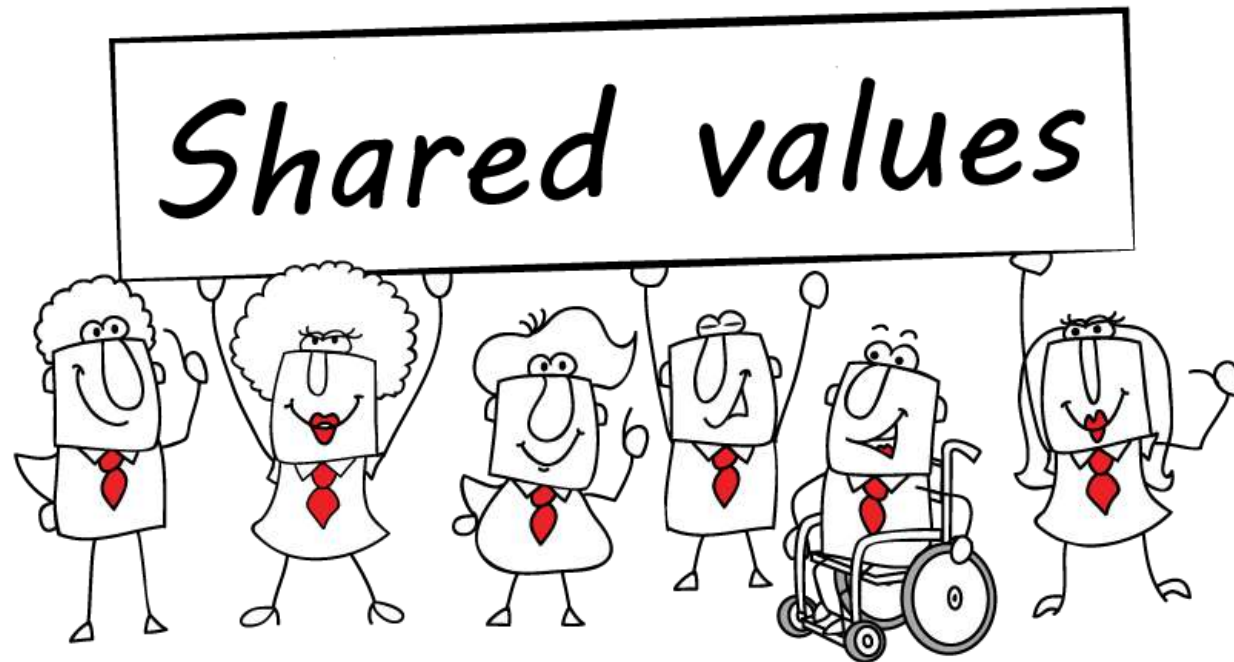
Collaboration occurs when two or more people combine their knowledge, creativity, and experience, and share the responsibility of reaching a common goal.



Why is Collaboration Important?

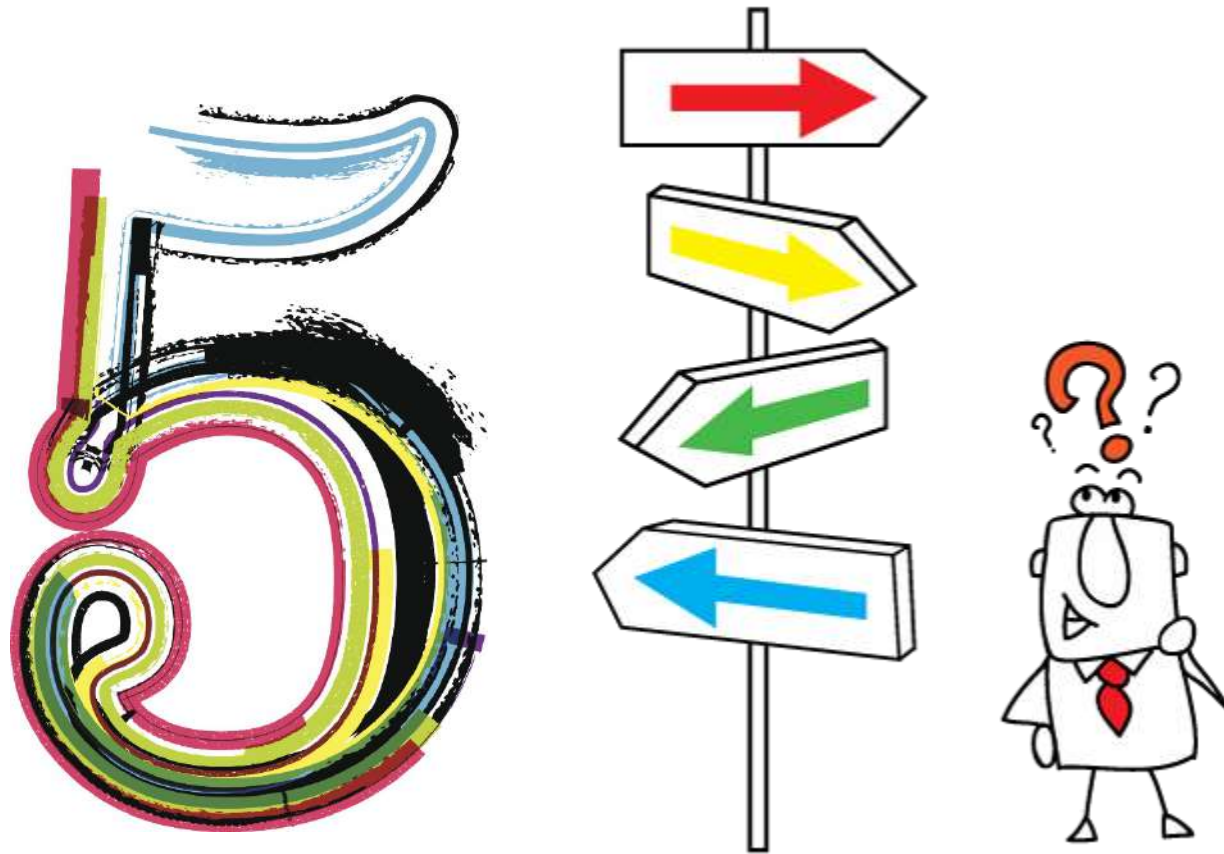
Collaboration is important because people have to work together for an organization to grow and for the best results to be achieved.





There must be **shared values** in place that can bring collaborators together.

Once shared values have been established, everyone has to see those values demonstrated in behavior.

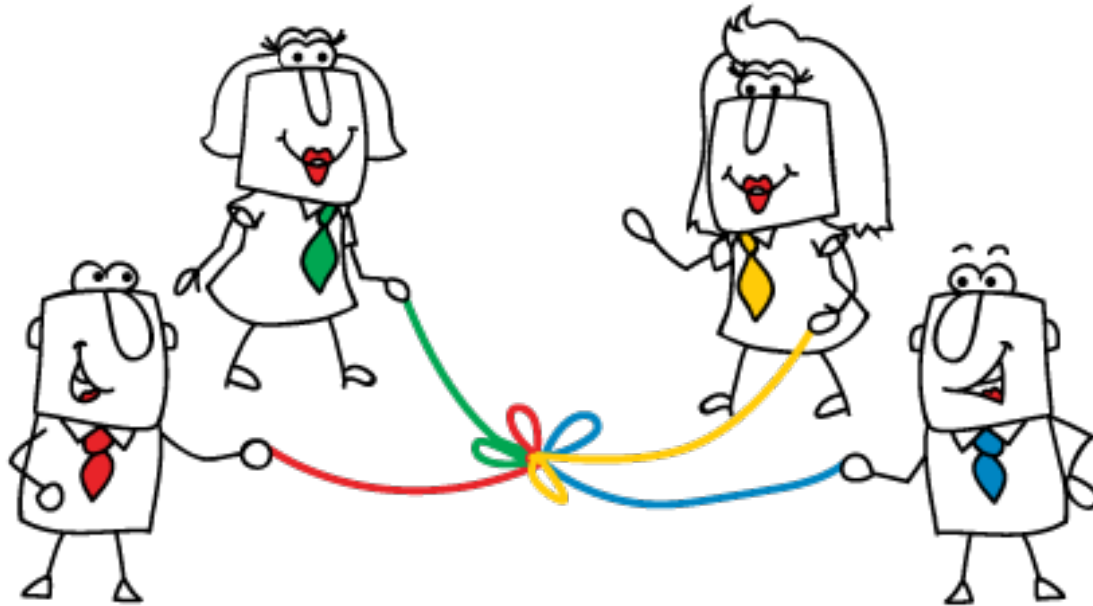


Here are **five basic principles** that help serve as guidelines for behavior that puts an organization's shared values into practice and creates effective collaborative relationships.



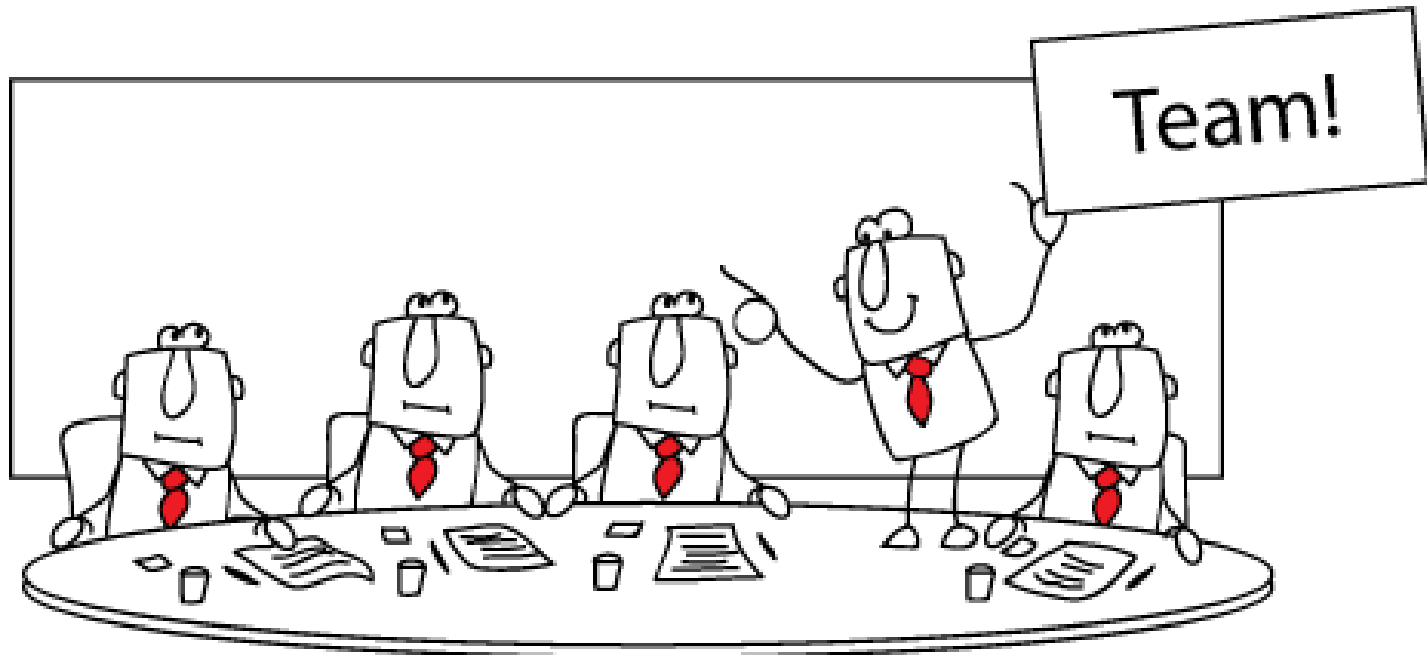
Focus on the situation, issue, or behavior, and not on the person.

- Take a step back and try to look at the big picture
- Make sure you don't let personality differences keep you from dealing with a problem
- Consider other points of view



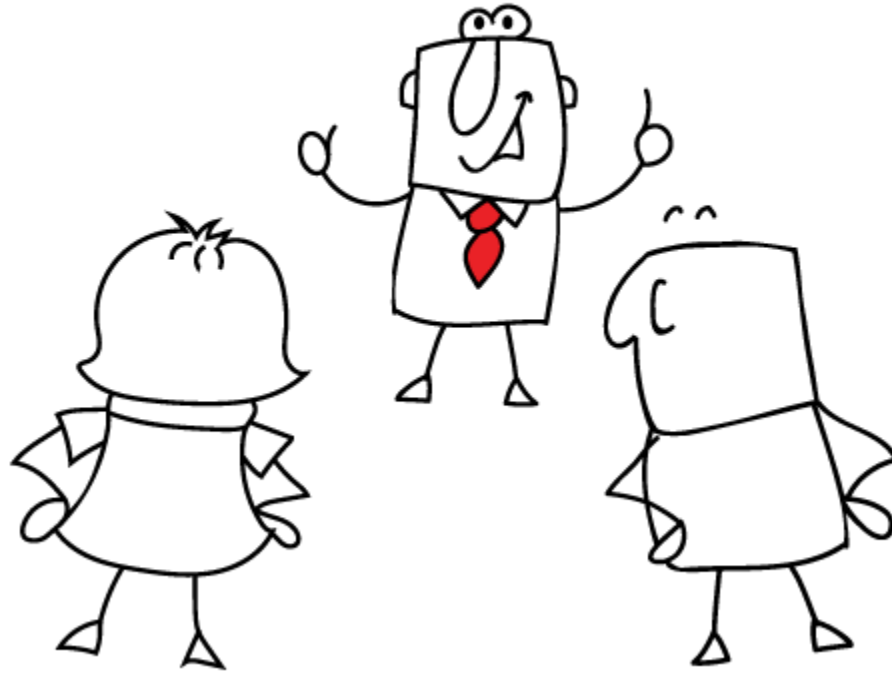
Maintain the self-confidence and self-esteem of others.

- Express and show your confidence in others. Share with your collaborators why you think they can do a good job in a specific area.
- Recognize accomplishments. Acknowledge the value of people's ideas and experiences.
- Encourage others to express their ideas. Let people know you're interested in what they have to say.
- Encourage people to use and expand their skills, knowledge, and abilities. Look for opportunities to let other team members shine.



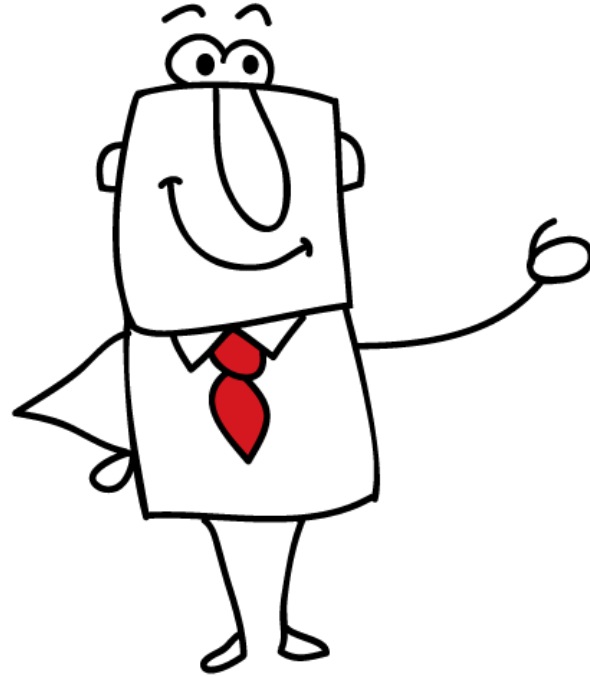
Maintain constructive relationships. Your interactions with your peers will be better if you approach everyone with a positive and supportive attitude.

- Use every interaction as an opportunity to build relationships.
- Acknowledge problems openly and honestly.
- Deal with conflicts as they arise.
- Share information.



Take initiative to make things better.

- Look for improvement opportunities.
- Make sure you are aware of changes so your group won't be caught off guard.
- You can overcome any obstacle by working together.
- Stay focused on the future.



Lead by example.

- Follow through on your responsibilities, and do the work others expect of you.
- By admitting your mistakes, you can help yourself and others avoid the same mistakes in the future.
- Acknowledge your feelings about change.
- Push yourself and others to try new ways of doing things.

Summary

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