Identify either a person with whom you want to improve collaboration or specific collaboration best practices you want to work on. Put a “✓” in the left column below for each practice you want to apply. In the right column, identify what you need to do to achieve your collaboration goal:

Person with whom you plan to improve collaboration:

|  |  |  |
| --- | --- | --- |
| **** | **Best Practices** | **Action to Be Taken** |
|  |  |  |
|  | Know needs – Understand your needs that others can help with |  |
|  | Network – Get out and meet with people who fit your desired profile |  |
|  | Identify candidates – Identify people who are a good fit and worth spending more time with |  |
|  | Align goals – Discuss and align on desired outcomes |  |
|  | Share philosophies – Discuss and align on operating styles and principles |  |
|  | Establish collaborative mindset – Believe you are better working together than apart |  |
|  | Define roles and responsibilities – Discuss and agree to roles and responsibilities |  |
|  | Take responsibility – Take more ownership for your responsibilities |  |
|  | Define processes – Discuss and align on processes to be followed |  |
|  | Overcome and achieve together - Create shared experiences that create common bonds |  |
|  | Commit – Make a commitment to do what you can to make the relationship work |  |
|  | Communicate – Talk and share information regularly |  |
|  | Listen – Seek to understand their ideas and be openminded toward them |  |
|  | Learn – Continually learn and grow together |  |
|  | Celebrate – Have some fun, celebrate accomplishments together |  |
|  | Empathize – Understand and relate to their thoughts and feelings |  |
|  | Help – Give, share, and proactively offer to help |  |
|  | Be grateful and respectful – Continually appreciate their contributions |  |
|  | Discuss needs and concerns – Engage in constructive but candid dialog to address differences of opinion |  |
|  | Maintain contact – Stay in touch to sustain the relationship |  |
|  |  |  |