

COLLABORATION



When you collaborate, you use your strengths for the common good. You will make friendships and something NEW is created!

REVIEW ONLY

INCLUDE:

Invite and allow others to participate in your activity.

School
Many hands
Date books
make
light...
work.

**DO NOT SUBMIT
FOR PRINT**

MANAGE:

Direct tasks, materials, schedules, and people.

SHARE:

Offer your materials and ideas for others to have, use, or borrow.

TRY YOUR COLLABORATION SKILLS WITH THESE:

1. You are assigned to work on a project with Tony and Melinda. You don't know them well. How would you begin your first meeting?
2. You are the captain of a class team and can choose your teammates. The project requires good math and writing skills. You are good at science. Which of the following three would make the strongest team?
 - A. Marcus, your best friend, who is average at math and writing
 - B. Tiffany, your girlfriend, who is good at singing and dancing
 - C. DeShawn, a new kid, who is good at math
 - D. Allie, who edits the school newspaper
3. In the middle of the night, you get a great idea for your team's project. When you get to school you:
 - A. tell the kid who sits next to you, who is not on your team.
 - B. tell the first team member you see.
 - C. wait until your team meets and tell everyone at once.
 - D. tell no one. You can mention it to your teacher later to get all the credit.

You'll find answers at the bottom of the page.



REVIEW ONLY

School Datebooks EXAMPLE ACTIONS

Treat all teammates as equals, appreciating their strengths.

Create an emotionally safe, comfortable atmosphere so that everyone will contribute.

Inviting participation from people of different age groups or cultures will bring new perspectives to the team.

When you are working on your part of a team project, if you come across something that a teammate could use, share it!

Use your Action Agendas to schedule team meetings and tasks. Color code them with highlighters or colored pens so they will be easy to find.

Make a wall chart to show team progress and highlight deadlines.

Compliment teammates on work done well to help build up the team.

Assign teammates to do their assigned parts without being bossy or rude. This shows respect.

Learn from team mistakes and celebrate team successes, with the understanding that you are all in this together.

Make expectations clear at the outset of a new team project, so everyone understands what needs to be done, when, by whom, why, and if necessary, how.

3. Answer: C. Collaboration means sharing with everyone simultaneously as much as possible.
2. The best answers would eliminate Tiffany. We don't know her math & writing abilities, but since they are not mentioned, they do not seem like strengths.
1. Suggested answers include: conducting an ice breaker, each person introducing him/herself, finding out each others' strengths and weaknesses, etc.