

COLLABORATION



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

REVIEW ONLY

School Datebooks

INCLUDE:

Invite and allow others to participate in your activity.

Many hands make light work.

MANAGE:

Direct tasks, materials, schedules, and people.

DO NOT SUBMIT FOR PRINT

SHARE:

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

TRY YOUR COLLABORATION SKILLS WITH THESE:


- 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?
- 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?
 - Marcus, your best friend, who is average at math and writing
 - Tiffany, your girlfriend, who is good at singing and dancing
 - DeShawn, a new kid, who is good at math
 - Allie, who edits the school newspaper
- In the middle of the night, you get a great idea for your team's project. When you get to school you:
 - tell the kid who sits next to you, who is not on your team.
 - tell the first team member you see.
 - wait until your team meets and tell everyone at once.
 - tell no one, but run straight to your teacher's office to get all the credit.

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





REVIEW ONLY




 Treat all teammates as equals, appreciating their strengths.


EXAMPLE ACTIONS

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


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





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


 Inviting participation from people of different backgrounds or cultures will bring new perspectives to a project.

 Trust teammates to do their parts without being nagged. This shows respect.

 When you learn something new or come across something that a teammate could use, share it!

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

 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 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.

- Suggested answers include: conducting an ice breaker, each person introducing him/herself, finding out each others' strengths and weaknesses, etc.
- 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.
- Answer: C. Collaboration means sharing with everyone simultaneously as much as possible.