

# fast▶▶track

Helping Adults Identify and Get on the Right Career Path

## Career Management Skills

# Collaboration

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## Introduction

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# 01 | Introduction: What is collaboration?

Collaboration is a working practice whereby individuals work together for a common purpose to achieve business benefit. **Successful collaboration relies on trust, respect for human dignity and equality** in order to deal with any job-related conflicts or disagreements which may arise. It involves:

- **Awareness** – We become part of a working entity with a shared purpose
- **Motivation** – We drive to gain consensus in problem-solving or development
- **Self-synchronization** – We decide as individuals when things need to happen
- **Participation** – We participate in collaboration and we expect others to participate
- **Mediation** – We negotiate and we collaborate together and find a middle point
- **Reciprocity** – We share and we expect sharing in return through reciprocity
- **Reflection** – We think and we consider alternatives
- **Engagement** – We proactively engage rather than wait and see



# 02 | Theory: Collaboration at work

**Positive  
collaboration with  
partners**



**Assertive  
communication**



**Active listening**



# Positive collaboration with partners

When you're working with a team, everybody must understand the purpose and vision behind the project, as well as how you'll be determining success. Establishing transparency from the get-go builds trust and helps ensure everyone is committed to success and aligned with a common purpose.

<https://www.youtube.com/watch?v=2DmFFS0dqQc>



# Assertive communication

Assertiveness is communicating and expressing your thoughts, feelings and opinions in a way that is clear and direct, while still respecting others. In assertive communication both individuals are considered to be equally important. Communicating in an assertive manner can help you to:



minimise conflict



control anger



have your needs better met



have more positive relationships with friends, family and others.



# Active listening

When you're working closely with others, you have to listen closely to each team member's ideas, feedback, and advice—and be considerate and respectful when responding. That's the idea behind active listening.

<https://www.youtube.com/watch?v=4VOubVB4CTU>

<https://www.youtube.com/watch?v=D6-MleRr1e8>



### Scavenger Hunt

Break the group into two or more teams depending on total strength of participants. Make a list of items to be found or things to be done by each team with deadline. The first team to accomplish all the listed tasks wins!\*

### Flip it Over

Ask 6-8 participants to huddle together and stand on a blanket/towel, leaving a quarter of the portion empty. Challenge the group to flip over it so that they're standing on the other side of the sheet, without getting off the blanket or touching the ground outside the sheet.

# Practice

\* This exercise can be more fun by including riddles, clues, twists etc. to lead their way to final items. Scavenger Hunts are popular to foster teamwork and creativity among inter-functional and non-related teams.



[Collaboration as an inspiration](#)

[Examples of the power of collaboration](#)

[Collaboration quotes](#)

[More exercises on collaboration](#)

[Blog 'Being reliable'](#)



# Conclusion

A truly collaborative workplace is one where everyone throughout the organization has a voice, is on equal footing, and is able to contribute their abilities and skills to the project at hand. To infuse collaboration into your organization's culture, concentrate on nurturing your people's collaboration skills.



**‘It is the long history of humankind  
(and animal kind, too) those who  
learned to collaborate and improvise  
most effectively have prevailed.’  
Charles Darwin**

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