

The simple 3 step Collaboration Pathway

This simple pathway will help you to master collaboration!

Why collaborate?

- We need other people's involvement
- It's just not possible to do it all yourself
- Collaboration grows trust and community
- And is a great way to find more effective ways of getting things done
- Collaboration increases productivity, effectiveness and efficiency

Step 1: SET UP

- Define the task (problem or opportunity)
- Know the big picture – why is this task important and how does it fit in
- What does a successful outcome look like
- Decide or think about who you're collaborating with
 - Do they have the expertise?
 - What might their position or understanding be (Me, 2, 3)



Step 2: COMMUNICATE and ENGAGE



Why

Talk about or describe the big picture.
Give context.

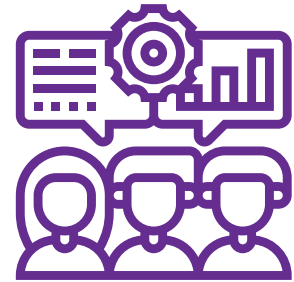
What

What is the successful outcome you're looking for?
What are your expectations?
What other resources may be available?

Step 2: COMMUNICATE and ENGAGE cont...

Create trust and verify - you want crystal clarity for everyone

- Invite questions
- Be challenged
- Encourage and support - use that wonderful optimism!
- Create security
- Don't assume anything, check your assumptions



How

- What are your constraints and boundaries
- Reduce micromanaging and misunderstandings - decide on check-ins and feedback loops / what reporting might be required and how much detail you need / what approvals might be needed

Complex collaborations might need to be outlined in writing, or even an email to check that you have the same understanding.

Step 3: Let your collaboration work it's MAGIC

Step back and trust the process that you've created.

Like any process there's always room to review and make improvements

Learn from the things that don't go so well, and celebrate the things that do!!

