Skillful Collaboration
Working Successfully with Others to Achieve a Common Goal

Course Overview

How You Will Benefit

The old expression "two heads are better than one" is certainly true when collaboration runs smoothly—when everybody gets along, contributes unique perspectives and skills, and works together to resolve problems productively. But what about when people argue, work gets stalled, and contention is prevalent?

Successful collaboration involves far more than just working side-by-side. It's a process that requires attitudes, skills, and practices that can be learned and strengthened—and mastering them will not only make your job easier, it will help you become more successful professionally.

A 2003 survey by the Level Playing Field Institute found that American employers and employees think that being a team player is the most important factor in getting ahead in the workplace. They ranked this factor higher than others including "merit and performance," "leadership skills," "intelligence," and "making money for the organization." By working well with others to achieve a common goal, you can become a sought-after resource and team member, and maximize your value to your organization.

This program will focus on how to structure and implement an effective collaboration process so that working with others will be a productive and enjoyable experience.

Course Objectives

Successful completion of this course will increase your ability to:

- Understand when collaboration is an effective and beneficial approach to a project—and when it isn't.

- Establish and communicate expectations to group members to ensure a successful collaboration.

- Recognize the inward attitudes and outward behaviors necessary to collaborate well.

- Implement communication strategies that foster collaboration and avoid those that hinder it.

- Build your network to increase your ability to collaborate.

- Identify non-collaborative behaviors and implement strategies to cope with them.

Key Topics Covered

This course explores the following subjects in depth:

- Why collaboration is often necessary in today's business climate, and how it can benefit both organizations and individual employees.

- Deciding who to involve in a specific collaboration, as well as how to determine the objective, define roles, and agree on operating norms.

- How to develop a collaborative mindset and demonstrate a willingness to collaborate with observable actions and behaviors.

- How expressing your thoughts carefully and conscientiously can greatly support collaboration and build good relationships.

- How to strengthen your company network, display collaborative leadership, and establish effective communities of practice.

- Dealing with six common behaviors that create obstacles to collaboration.

What the Course Offers

- Interactive learning setting

- Opportunity to apply the concepts in a risk-free environment

- Thorough set of materials: Instructor Guide, Participant Guide, classroom PowerPoint presentation, and one-page Learning Summary

Registration Information

Participant name: _____

Department: _____

Position: _____

Email: _____

Phone number: _____

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