Building Collaboration and Communication Skills

❖ Collaboration Skills
  • Listen to all ideas/brainstorming
  • Build consensus
  • Give credit for contributions
  • Facilitate group discussion
  • Resolve conflicts
  • Recognize strengths and weaknesses
  • Be reliable
  • Be open to new ideas and ways of doing things

❖ Reflection Questions

Does your work team collaborate in similar or different ways to this activity? Explain.

What might be causing any differences you notice?

What can you do to improve the way your team collaborates?

How and where will you begin practicing those skills?

Resource:
TedTalk: Tom Wujec – Build a Tower, Build a Team
Communication Skills

- Listen
- Ask questions for clarification and understanding
- Clear and concise language
- Respectful
- Open-minded
- Provide feedback

Reflection Questions

What are the greatest communication challenges in your work setting?

How do you tend to give and receive information?

How does how you give and receive information impact the quality of the communication exchange?

How can you use what you learned from this experience to support improved communication on your work team?

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