



10 QUICK TIPS FOR EFFECTIVE COLLABORATION

1. Choose collaborators for their commitment to your common purpose, their attitudes about collaboration and their abilities – both technical and collaborative.
2. Know who you're collaborating with – Know about them personally – what they love, how they do their best work.
3. Define roles that capitalize on individual collaborators' strengths, interests and diverse styles.
4. Use processes that support successful collaboration. Consider using a facilitator or developing facilitation skills.
5. Develop a common language.
6. Invest time upfront in defining the problem or project and desired outcomes.
7. Identify different types of stakeholders for your project and involve them as appropriate.
8. If technology will be useful in your collaborative process, identify the type of technology that works best for your purpose and use it as your servant, not your master.
9. Learn ways to give respectful and honest feedback.
10. Recognize that successful collaboration often requires patience and adjustment as collaborators develop trust and learn effective ways to work together.