**What is collaboration?**

- Collaboration is a group of people working together to achieve a common goal.
  - This may be those on the same team or a team working with another group.
- Collaboration is team effort, when no one is taking charge but everyone works together.
- Refer to team building to strengthen your team and becoming better at collaborating together.
- It is a mix of teamwork and communication, as these play a role in working together.
- Collaboration allows for new and inventive ideas and strategy approaches.

**So what is collaboration used for?**

- Collaboration is an approach to accomplishing tasks and planning with a larger group.
- It requires a team to offer suggestions and eventually to come to a common understanding or decision among everyone.
- Collaboration encourages involvement by everyone and builds common grounds among people.
- It is used in group settings to hear others’ ideas, opinions, or concerns.
- This skill is unique to addressing a variety of areas, but should be done tactfully.

**Now what do I do with collaboration?**

- Encourage your group to participate in discussions and offer opinions.
- Make an environment that is supportive and welcoming-a team will achieve a goal together if they feel comfortable in the setting.
- Collaboration allows:
  - Access to better ideas and information.
  - Better opportunities for substantive results.
  - Drives results and motivates people.

**What should never be done in collaboration?**

- Avoid focusing on the negatives of collaboration, such as how time consuming can it be.
- Don’t make people work alone to reach the goal—Collaboration should be done in a team.
- Don’t be afraid to negotiate to incorporate everyone’s opinions.
- Avoid criticizing people—You can critique an individual’s ideas, but never criticize them for expressing their opinion.