**1.3 I can use appropriate methods to promote trust when working collaboratively**

When speaking to others online, I consider how I might respond to things I am saying before I type a response. I take an equally considered approach when speaking to someone verbally. When expressing my opinion I admit freely what it is based on and/or that I may be wrong. If someone else expresses a view that I am at odds with I don’t respond immediately if I can, and if they are angry then I won’t match their attitude/ behaviour.

It is often the case that I am limited in what I can say because of reasons such as data protection. Though it can be difficult to help as much as I may want to I still do what I can, which often involves me expressing my desire to help in a willing and open manner.

In order to obtain trust from others I eagerly seek opportunities to help and to lead projects when I can. I am careful to manage expectations so that I don’t let people down, and don’t take on obligations that I cannot meet.