

## Checklist: Tips for effective collaboration

Building strong collaboration skills improves teamwork and boosts professional growth. Use the following tips to improve your collaboration skills and create a positive and productive team environment:

### **Use active listening**

- Give speakers your full attention.
- Confirm you understand what they've said, before you respond.

**Why it matters:** Listening carefully shows respect and helps avoid any misunderstanding.

### **Don't judge**

- Encourage your team members to express their ideas freely.
- Don't judge or dismiss anyone's ideas.

**Why it matters:** A team that communicates openly is a creative team in which everyone feels safe to share and contribute.

### **Respect your team members' skills**

- Value every team member's skill and contribution to the team.

**Why it matters:** Appreciating others' strengths helps build trust and boost team productivity.

### **Be accountable**

- Be clear about your role in a team.
- Take your responsibilities seriously.
- Deliver on your commitments.

**Why it matters:** When you follow through, your team knows they can rely on you.

### **Be adaptable**

- Stay open to different perspectives, suggestions, and feedback from your teammates.

**Why it matters:** Flexibility helps teams handle change and different ideas without conflict.

### **Build problem-solving skills**

- Practice solving problems by thinking logically, staying objective, and considering different viewpoints.

**Why it matters:** Good problem solving keeps projects moving forward and strengthens teamwork.