

Strengthen Team Collaboration



How to Use This Kit

Think of this kit as a portable, actionable summary of the Harvard ManageMentor lesson you just completed. In it, you'll find:

- **30-Second Takeaway:** A reminder of the key lesson concepts. Consider sharing it with your peers or teams.
- **Your responses to the Practice and Reflect activities:** The actions you want to take to improve your skills. Consider sharing them with your manager.
- **Tools:** Worksheets and handouts to continue applying what you learned on the job.

Don't forget to make time for learning with [Harvard ManageMentor](#).

30-Second takeaway

- **Collaboration—a joint effort toward a common goal**—is the difference between a group of individuals and a team.
- Collaboration is a skill that your team can learn. **You can help by modeling listening, showing empathy, and demonstrating the ability to give and receive feedback.**
- To collaborate effectively, **your team needs trust**—both in the common goal and in each other.
- **Small talk is a big driver** of connectedness and collaboration in teams.
- **Extend your collaborative spirit** outside your team to include contract workers, experts, and vendors.

Your Responses

1. We're all up to date on the latest information.

- ✓ Often
- Sometimes
- Rarely

We're clear about our shared purpose.

- ✓ Often
- Sometimes
- Rarely

We opt for curiosity before judgment.

- ✓ Often
- Sometimes
- Rarely

We make an effort to hear from everyone.

- ✓ Often
- Sometimes
- Rarely

We're okay with sharing ideas in draft form.

- ✓ Often
- Sometimes
- Rarely

We ask each other for help, feedback, and clarification.

- ✓ Rarely
- Often
- Sometimes

2.

MAKE A CONNECTION. What's one opportunity you can identify for improving collaboration on your team?

Take a look at all team member's feedback

- 3. MAKE A CONNECTION.** Do the people on your team trust each other? What steps can you take to strengthen their trust?

Take a selfless action to help team members.

- 4. TAKE A MOMENT.** Which type of chat thread might be appealing or useful for your team?

Updates and chatter: "Good morning!" "Grabbing tea, be right back," or "Shutting down for tonight. Thanks for the help today, everyone!"

- ✓ Announcements: Meeting changes, birthdays, office and organizational notes
- ✓ Interest feeds: Local sports teams, pets, parenting, books, and other subjects
- ✓ Advice and help: Questions, problems, issues to be discussed

- 5. TAKE ACTION.** What action can you take in the next week to boost collaboration on your team?

Improving my skills collaborating with the team