

# Effective Team Collaboration

This activity helps a team better identify and articulate the ways they collaborate effectively. It can be done in person or online.

Instructions:

1. Provide each team member with the list of statements on the next page; these statements are actions and/or ways of being that contribute to effective team collaboration.
2. Individually, each person selects up to 5 statements they believe are most often present within the team.
3. Collect the selected statements from each person and make sure that their responses remain anonymous.
4. Group similar statements together and present this back, visually, to the group.
5. As a team, discuss what you see and don't see represented. The discussion step is essential and can provide rich information to the team and team lead.



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## Ways we collaborate effectively as a team



We are clear on our team goals and desired outcomes.



We each do our "fair share" of the work.



We effectively make decisions.



We communicate well and frequently.



We quickly address problems that are hurting the team.



We share resources.



We listen to each other.



We each understand what is expected of us.



We invite and accept diverse opinions.



We trust one another.