



What Is Collaboration And How Do I Achieve It?

Key points:

- What is collaboration?
- What behaviours are required to achieve it?
- Heads of Agreement

What is it?

Collaboration in its positive sense, is working with others to achieve something. In business this might mean working with others within your organisations, working with other organizations in an informal way and also when organizations are working together more formally – possibly acting as one entity or group.

Collaborating Effectively

To collaborate effectively there are some key behaviours and skills required:

- ✓ Listening to what others say and seeking clarity or building on their ideas.
- ✓ Communicating clearly and effectively. This might involve being prepared to share ideas and explain things more than once and in other ways
- ✓ Keeping calm.
- ✓ Accepting and owning up to your own mistakes and errors.
- ✓ Accepting with good grace where others have made genuine mistakes and try to help them resolve the issues and learn from them.
- ✓ Respecting that we are all different and see and say things in different ways.
- ✓ Trying to work well with other people and organizations in positive ways that ensure they would be willing to work with you again and tell others it was a positive experience working with you.
- ✓ Accepting there will inevitably be problems and conflicts along the way but then trying to address them calmly, openly and honestly.
- ✓ Remaining open to other people's ideas and ways of working and not to be easily offended by criticism.
- ✓ Always trying to learn and being curious.
- ✓ Always keep the purpose and goals in mind and strive for consensus.

Heads of Agreement

In more formal business collaborations, your organizations may have to enter into a contract or some memorandum of understanding and this is often best achieved through writing down



what it is you can agree upon “heads of agreement”. But this practice can also be useful in informal business collaborations or for internal teams. It is more likely to be a flip chart or a powerpoint overhead of the rules and ways of behaving towards one another. This may also include the commonly agreed aims and purpose of the group.

Activity



Would a collaborative approach benefit your social enterprise? Consider who you would collaborate with and how you might achieve this.

Need help?

You can contact at us and arrange a call at: sedg@tsdg.co.uk