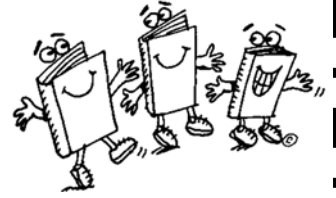


Name: _____

What it Takes to Collaborate



Do you have what it takes to collaborate? The skills below are essential for good collaboration to occur. Use a checkmark or an to indicate your strengths and areas for improvement.

- Begin, end or keep a conversation going.
- Give praise
- Receive praise
- Wait your turn
- Ask for some help
- Provide some help
- Accept criticism
- Provide criticism about the idea (not the person)
- Clarify
- Ask for clarification
- Show tolerance and acceptance of others
- Understand the viewpoints of others
- Respect feelings of others
- Encourage participation of others
- Listen
- Stay on task and focused
- Be responsible
- Help others to be responsible
- Respond appropriately when others are angry
- Convince others
- Stand up for your rights appropriately
- Apologize if needed