

Cultivating a Collaborative Work Environment

Instructional information from training course.

Key Takeaways



Why is getting people **working together collaboratively** important?



Collaboration is important because it helps us solve problems.



Collaboration is important because it helps people learn from each other.



Collaboration is important because it makes us more efficient.



Collaboration is important because collaborators can settle issues and disputes without the leader's mediation because they share the same values.

When assuming a new role, be sure to **emphasize your collaboration expectations** right from the start.

1

Devote time and energy to establishing how the team should work, not just focusing on what they should achieve.

2

Clarify expectations and lay the framework for holding team members accountable to each other.



Include how you expect the team to work collaboratively (for example, we show respect to one another; we presume goodwill, etc.).

Highlight how your previous experience has taught you valuable lessons that will help you handle the new role and help your team succeed.

Share a bit about yourself both personally and professionally.

Greet everyone and introduce yourself. Express your excitement about your new role.

Describe your vision of the future for your new team (for example, I see a great opportunity for all of us to learn, grow, and achieve together as we strive toward our ambitious goals).

Ask everyone on the team for their support.

Explain how you plan to meet with each direct report to get to know them better and to find out how you can best help them to be successful.

End your introduction by reiterating your belief that success depends on collaboration and thanking the team for their past, current, and future efforts.

8 Elements of a Collaborative Leader

Collaboratively define “Ways Our Team Works Together” statements and an implementation strategy.



Find ways to gain buy-in and create enforcement procedures for the team norms, otherwise you risk creating an environment where people feel excluded, uncertain, or unwilling to contribute.



Clearly outline group norms for how team members will and should interact with one another. Don't make the mistake of assuming collaboration just happens.



Collaboratively revisit and update these norms frequently and every time a new team member is added.



Use a Mural board to brainstorm and prioritize how your team will achieve and maintain buy-in of their “We Statements”

