HOW TO COLLABORATE

For effective collaboration you need to have:

- clear, agreed and prioritised goals and objectives

- clear roles and delegated responsibilities

- a plan of action including allocation of resources

- agreed procedures for decision-making

- a team lead who will accept responsibility for the project and seek regular and frequent feedback from other team members

- agreed timelines and target dates

You also need to:

- know team members' strengths, skills, experience and knowledge

- manage time well

- encourage participation by all team members

- listen and build on each other's contributions

- recognise and deal with conflict in a constructive way

- consider feelings to be as important as other issues and deal with them
openly and sensitively

- be able to give and receive criticism assertively

Finally, it's a good idea to:

- use specific platforms for specific functions: e.g. Messages via Slack or chat system for exchanges and collaboration; email only for clients/customers/suppliers

- use Dropbox or Google docs for project documents, posted regularly so others can see progress without having to consult

- use standardized file naming conventions. E.g. Date first on all files using YYMMDD format, like 180416 for April 16th 2018, so that files sort by date in folders; and include an agreed client/project code in all file names (to facilitate search)

- regularly review individual and group development needs

- regularly review progress and learn from the experience

and last but definitely not least: make opportunities to praise your co-workers for jobs well done and celebrate your amazing achievements!