

## Collaboration

90-minute webinar

Working with others has never been easier – or harder. With more and more online collaboration tools people can share ideas and resources across platforms, but as people become busier and spread across countries face-to-face time for collaboration becomes harder and it becomes forgotten. This practical workshop helps participants navigate the different options and build a collaboration strategy that ensures it becomes the starting point for any project.

### Learning objectives

- Understand the different collaboration methods and their application
- Know how to collaborate effectively with others
- Have developed strategies for better collaboration using tried-and-tested tools
- Identify the best approach to collaboration on different projects

### Webinar overview

#### 9.00 Welcome, agenda and introduction to collaboration tools

Welcome, introduction to the system, agenda and personal objectives using 'chat'. Collaboration is defined.

#### 9.15 Building a collaborative team

Five keys to building collaborative teams: Set common goals, communicate clear expectations, promote inclusivity and involvement (in decisions), communicate openly and regularly, focus on member strengths and use them. Participants work through each step defining what they will do differently back in the office to help build a more collaborative team.

#### 9.40 Identifying the best approach

Not every team or project is the same. It's likely that each time a new project or team is established it will need a different balance of cohesion. At the beginning of any project, the best approach to collaboration needs to be identified and a plan put in place to achieve it.

#### 10.00 Tools to make collaborating easier

Introduction to some available tools to support collaboration in modern work environments. How each of the tools can be utilised, their pro's and con's. Self-reflection: which tools do I need and why? A look at which tool might best suit each participant.

#### 10.20 Action plans and next steps

Participants reflect on their next steps and how they will implement their learning in the workplace. Each person makes a commitment for what they will do differently in a group whiteboard which can be circulated to participants following the session as a reminder of their actions.

#### 10.30 Close