

## Collaboration – and why you need to make it work

90-minute virtual session

Collaboration is essential to working across teams, locations, and boundaries.

In this practical session, participants explore what collaboration is and isn't, why it is essential for success, and how to structure it effectively to maximise results. Participants develop a personal approach to collaborating more effectively with colleagues, other teams, and external stakeholders.

### Learning objectives

- Define collaboration and its importance
- Understand the benefits of collaboration
- Differentiate what collaboration is and isn't
- Structure collaboration effectively
- Identify when and why to collaborate

### Session format

Sessions are usually run on Zoom or Teams. Please let us know if you prefer a different platform.

Groups of up to 12 recommended, up to 20 if necessary. Please let us know if you have a larger group and we can tweak the session accordingly.

All participants receive a PDF of the slides, key learning points and pointers to further learning resources.

### Sample timetable

<b>9:00</b>	<b>Welcome and introduction</b>
<b>9:05</b>	<b>What is collaboration?</b>
<b>9:15</b>	<b>Benefits and risks of collaboration</b>
<b>9:30</b>	<b>When collaboration is appropriate (and when it's not)</b>
<b>9:45</b>	<b>Structure and stages of effective collaboration</b>
<b>10:00</b>	<b>Small group case study: Collaboration scenario</b>
<b>10:20</b>	<b>Reflection and next steps</b>
<b>10:25</b>	<b>Key takeaways</b>
<b>10:30</b>	<b>Close</b>