Collaboration

Unit 2.5: How to plan collaboration management in work place

IN CRE MENTA
Innovation and creativity mentality
advancement in SMEs
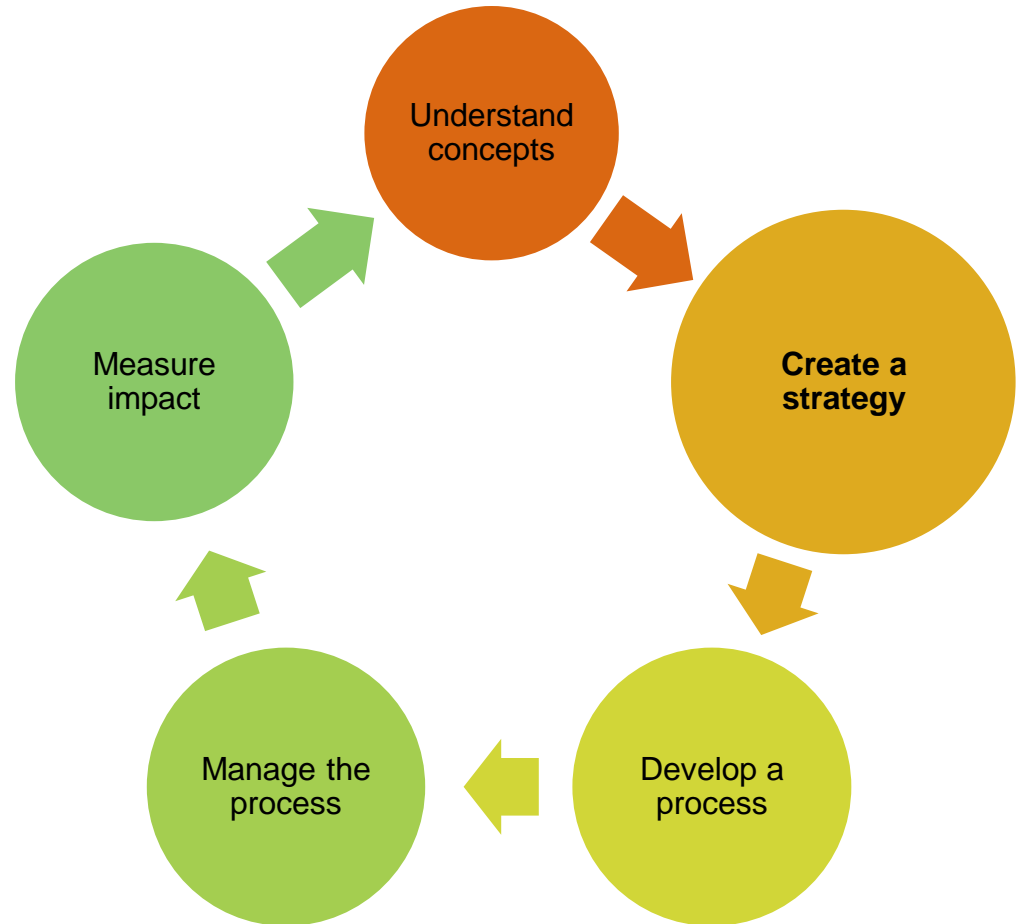
Erasmus+
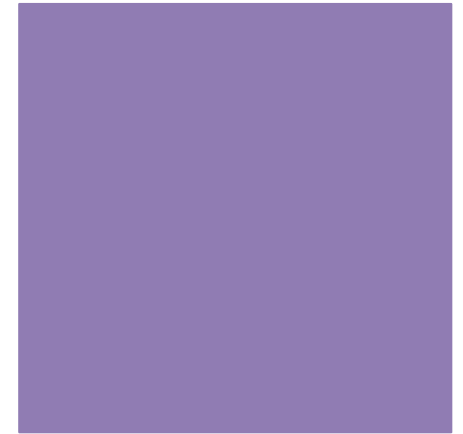
Collaboration management

The main focus is about the information how to plan collaboration management in workplace.

Aims:

- Choose collaboration type

Learning Outcomes:

- The learner should be able to understand collaboration management

- The learner should be able to demonstrate leadership in collaboration

- The leader should have learned some practical communication skills

Understand concepts

Create a strategy

Develop a process

Manage the process

Measure impact

IN CRE MENTA
Innovation and creativity mentality advancement in SMEs

Erasmus+

Important things to know

The most important things you need to know about collaboration management are:

- It is a complex decision-making process with decisions on all managerial levels.

- The main goal is to satisfy the needs of the people who are collaborating.

- All activities need to occur according to the agreed principles of management and collaboration.

- You need to find a suitable balance between the efforts for commercial success and maintaining the goals of the cooperating parties.

- You need to focus on reaching a goal via effective use of resources.

+ Choose collaboration type

- Choosing a collaboration type depends a lot on the type of activity you are going to carry out.

- Leadership is grounded in a relationship between leaders, followers, and their common goal.

External or internal collaboration

"Essentially, people want to be led, not managed".
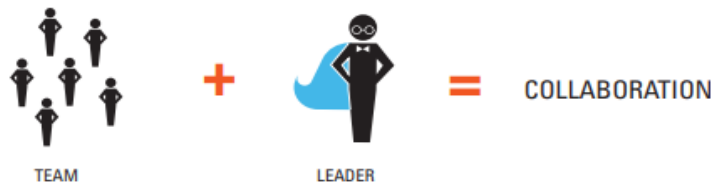
TEAM + LEADER = COLLABORATION

Create a collaborative team and guidelines

Here are some guidelines for how you can create a successful team.

1. Investing in signature relationship practices,

2. Modelling collaborative behaviour. Practivce what you preach!

3. Creating a „gift culture". This can be done through mentoring and coaching, enabling necessary networks to be bulit.

4. Supporting a strong sense of community. Building community builds collaborative practice.

IN CRE MENTA
Innovation and creativity mentality advancement in SMEs

Erasmus+

Create a collaborative team and guidelines

Here are some guidelines for how you can create a successful team.
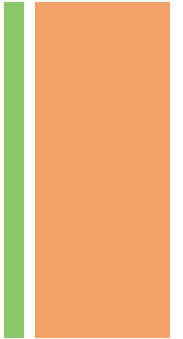
5. Ensuring the requisite skills.

6. Assigning team leaders who are both task- and relationship-oriented. Both are key to being a succesful team leader!

7. Building on heritage relationships.

8. Understanding role clarity and task ambiguity. Understanding roles and responsibilities is key, and essential for functional cooperation.

IN
CRE
MENTA
Innovation and creativity mentality
advancement in SMEs

Erasmus+

Create a collaborative team and guidelines

Collaborative teams almost always contribute to successful project outcomes and innovation.

Have you ever worked on a team of very talented individuals who were outperformed by a team without such expectations of success? Why do you think that happened?
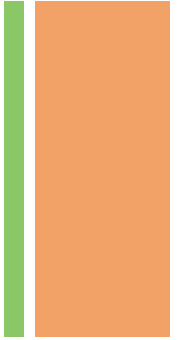
It might have been leadership or the team composition

IN CRE MENTA
Innovation and creativity mentality
advancement in SMEs

Erasmus+

The importance of leadership

Clearly people come in different flavours. For instance:

- Those that like to be more ordered and organised, use lists and schedules.

- Those that are more gregarious and prefer to work things out with others.

- By contrast, those that are perhaps more withdrawn and prefer to process and think things through individually before sharing their ideas.

- Creative, ideas types that are not so practical in their approach.

IN
CRE
MENTA
Innovation and creativity mentality
advancement in SMEs

Erasmus+

How will you improve communication?

Tip **#1**: Know who you're talking to (and how they like to communicate – do they like to chat or would they prefer an email?)

Tip **#2**: Use simple, straightforward language (say just enough to get your point across)

Tip **#3**: Engage your listeners in the conversation (Request feedback)

Tip **#4**: Respond when addressed (so they understand that you heard their message)

Tip **#5**: Make sure you are understood (look for signs that people understand you)

Source: https://vanessapalier.wordpress.com/2014/02/07/components-of-communication/
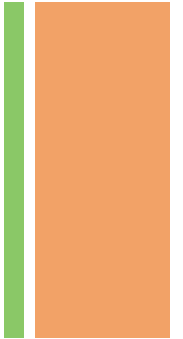
How will you improve communication?

Tip **#6**: Develop your listening skills (don't spend your time thinking about what you will say next – listen to what is being said)

Tip **#7**: Watch for visual signs that your listener understands, agrees or disagrees with your message

Tip **#8**: Maintain eye contact

Tip **#9**: Respect your audience

Tip **#10**: Stay positive

Source: https://vanessapalier.wordpress.com/2014/02/07/components-of-communication/

Six hats games

Blue Hat - Process
Thinking about thinking.
What thinking is needed?
Organizing the thinking.
Planning for action.

PROCESS

Green Hat - Creativity
Ideas, alternatives, possibilities.
Solutions to black hat problems.

CREATIVITY

White Hat - Facts
Information and data.
Neutral and objective.
What do I know?
What do I need to find out?
How will I get the information I need?

FACTS

Yellow Hat - Benefits
Positives, plus points.
Why an idea is useful.
Logical reasons are given.

BENEFITS

Red Hat - Feelings
Intuition, hunches, gut instinct.
My feelings right now.
Feelings can change.
No reasons are given.

FEELINGS

Black Hat - Cautions
Difficulties, weaknesses, dangers.
Spotting the risks.
Logical reasons are given.

CAUTIONS

IN CRE MENTA
Innovation and creativity mentality
advancement in SMEs

Erasmus+

➕ Learning Aids

You can also find more about collaboration in INCREMENTA guiedebook on pages 12-21

Topic review

Choose collaboration type and create guidelines

Create a collaborative team and guidelines

The importance of leadership

How to improve communication and communication tips

IN
CRE
MENTA

Innovation and creativity mentality
advancement in SMEs

Erasmus+