

Collaboration and working with others: the essentials

Working successfully with others in a group or a team, particularly one with a shared goal, involves a high level of self-awareness, excellent people skills and effective academic skills.

Top tips for doing this well:

<p>Team ethos:</p>	<ul style="list-style-type: none"> ● Learn about group dynamics and establish good practice: <ul style="list-style-type: none"> ○ establish ground rules for the team (guidelines / codes of conduct for all agree to and abide by) ○ be honest with each other ○ be aware of own behaviours and the impact of these behaviours on others ○ practice empathy and support each other
<p>Practicalities:</p>	<ul style="list-style-type: none"> ● Plan and organise effectively by agreeing on: <ul style="list-style-type: none"> ○ roles and responsibilities ○ deadlines ○ agendas ○ scheduling ○ planners ○ meetings ○ back-up plans ● Set up effective communication strategies through: <ul style="list-style-type: none"> ○ active listening ○ concise speaking ○ turn-taking ○ tools (email, social media, apps, shared calendars) ● Discuss or implement effective delegation strategies (who should do what) ● Discuss leadership strategies
<p>Own role:</p>	<ul style="list-style-type: none"> ● Have integrity by being authentic and not 'faking' your personality. ● Be self-aware: <ul style="list-style-type: none"> ○ make an honest assessment of your own strengths and weaknesses. ○ be prepared to talk about your own behaviours within the group - without getting defensive. ○ take personal responsibility for your own behaviour, approach, motivation etc. ○ develop your reflective and introspective skills. ○ understand that emotions are not always fair nor are they necessarily based in a true reflection of events. ● Lay aside your own ego in preference to the team's success. ● Stand up for yourself and others respectfully, when necessary. ● Be committed ● Work hard