

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:

Team ethos:

Learn about group dynamics and establish good practice:

- establish ground rules for the team: guidelines or codes of conduct for all to 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.

Practicalities:

Plan and organise effectively by agreeing on:

- roles and responsibilities,
- deadlines,
- agendas,
- scheduling,
- planners,
- meetings,
- back-up plans.

Set up effective communication strategies through:

- active listening,
- concise speaking,
- turn-taking,
- tools: email, social media, apps, shared calendars.

Discuss or implement effective delegation strategies i.e. who should do what.

Discuss leadership strategies.

Own role:

Have integrity by being authentic and not 'faking' your personality.

Be self-aware:

- 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.