Intended Audience

**This facilitation guide is designed for use by:**

* Senior staff in paraprofessional staff meetings
* Hall Council advisors in executive board meetings
* ILO advisors in executive board meetings
* Student leaders as part of a hall program
* Student leaders as part of a student organization on campus

Learning Outcomes

**Through participation in this training session, students will be able to:**

* Recognize their personal strengths and areas of growth around successful collaboration
* Understand the importance of collaboration and what makes collaboration work
* Recognize challenges to successful collaboration and strategies for overcoming them

Sharing Content

Presenter will facilitate conversation around successful collaboration. Be prepared to fill in missing key points regarding collaboration – what it is, what makes it effective, why it can be challenging.

Exercises and Activities

* Quiz: How Well Do I Collaborate
* Small Group Discussion: Understanding Successful Collaboration
* Team builder: Human Machine Activity
  + In small groups, students will practice collaboration through an interactive activity

Materials Needed:

* Chalkboard/dry-erase board/large easel pad
* Markers/Chalk
* Copies of the Collaboration Quiz Handout
* Copies of the Reflection Questions Handout
* Note Cards for Machine team builder

**Section 1: Introduction and Setting Ground Rules for Discussion (Time: 5 Minutes)**

Give a brief introduction to who you are and what the presentation is about: The Keys to Successful Collaboration. Note that there will be ample opportunity for open discussion.

Using a chalkboard, dry erase board, or large pad of paper and markers, ask to the group to help brainstorm expectations and ground rules to follow during the session. If needed, guide them or suggest the following guidelines:

* Be respectful of other’s personal experiences
* Give everyone their time to speak
* Avoid generalizations of individuals
* Critique ideas, not people
* Listen with an open mind
* Be open to change
* Avoid blame or harsh language
* What’s said here stays here, what’s learned here leaves here

**Section 1: Collaboration Discussion (Time: 15 Minutes)**

Divide students into small groups of 3-4. In their small groups, give 5-7 minutes to discuss the following prompts: (student should utilize the Reflection Questions Handout)

* What is collaboration and why is it important?
* What are challenges to successful collaboration? How do you overcome them?
* What does it take for successful collaboration to happen?
* Share a personal experience of successful collaboration
* Share a personal experience of unsuccessful collaboration

After small group discussion, facilitate an 8-10 minute conversation. Ask them to share what they discussed. Encourage multiple groups to share for each question. Be prepared with your own responses/experiences/examples, in case groups aren’t responding.

Collaboration Overview

* People coming together to achieve a common goal
* Unavoidable; happens constantly in small and large ways
* Allows you to accomplish complex goals more efficiently
* No set rules or instructions; learn as you experience; approach varies by situation
* Builds professional and personal skill sets that contribute to success in life

Challenges to Collaboration

* Lack of Structure
* Lack of communication
* Lack of shared vision/goals
* Unclear expectations
* Not playing to team members strengths
* Opposing views
* Different levels of priority for different people involved
* Lack of trust

**Section 2: Collaboration Quiz? (Time: 15 Minutes)**

Pass out the Collaboration Quiz hand-out. Students should take 5 minutes to answer each statement with a 1 (rarely), 2 (sometimes), or 3 (often). Upon completion, students will total their score.

After students score themselves, facilitate a reflection conversation.

* In what ways do you help collaboration succeed (3s)?
* Are there ways that you might hinder successful collaboration (1s)
* Did you think of any specific collaborations when answering? How did those collaborations turn out?
* What are some situations that might alter how you collaborate?
* When collaborating, what is most important to you? Least important? Why?
* What do you personally need to be an effective collaborator?

End by developing a group list of Dos and Don’ts of successful collaboration. Document on a poster/giant post it note/dry erase board.

**Section 4: The Human Machine (15 minutes)**

Explain that the purpose of this activity is to work collaboratively to use your bodies to create a machine. You will have a stack of note cards, each with a machine written on them. Instruct a representative from each group to come grab a random note card. Each team has 3 minutes to come up with a plan to use their bodies to create the machine on the card. After the 3 minutes are up, have each group showcase their Human Machine. Other groups have to try and guess what the machine is. If time allows, give each team a new note card and repeat the activity. To add difficulty, you can add rules such as: no talking, one team member is blindfolded, the machine must accomplish a task- washing machine must spin, refrigerator door must open, etc). Note that this a challenge by choice activity and no required to participate.

You will need to create this notecards yourself. (Examples of machines: toothbrush, lawnmower, carwash, windmill, treadmill, garbage disposal, washing machine; elevator; refrigerator, paper shredder, forklift).

After each group has showcased their machine, facilitate a reflection conversation:

* How difficult was this activity?
* What components of collaboration worked in your favor?
* Thinking back to the quiz, did your involvement in this activity accurately reflect your responses to the statements? (Did you understand the goal/vision/process? Did you communicate ideas? Did you listen to ideas? Did you trust your group members?)
* How did this activity add to your understanding of collaboration?
* Based on this activity, is there anything you would add to the Dos and Don’ts list?

**Section 5: How to Apply New Knowledge to Daily Life (Time: 5 minutes)**

Facilitate a group discussion on how the individuals plan to apply this newfound knowledge to their daily personal and professional lives.

* How can you apply your newfound knowledge to your own life?
* What scenarios can you foresee this information coming in handy?
* What are the major takeaways that you are excited to implement into your daily lives?

**Section 5: How to Apply New Knowledge to Daily Life (Time: 5 minutes)**

End with any final advice for successful collaboration

* Observe other collaborative environments
* Ask others how they’ve improved their collaboration skills
* Be patient with yourself and with others

**Collaboration Quiz**

Using 1 (rarely), 2 (sometimes), or 3 (often), respond to the statements below. Add up your total score and indicate at the bottom.

WHEN COLLABORATING ON A TASK, GOAL, ETC, I….

* Make sure to understand the shared goals/vision 1 2 3
* Understand and trust the process 1 2 3
* Am willing to do my part, and participate 1 2 3
* Trust the people I’m working with 1 2 3
* Take on tasks that fit my strengths 1 2 3
* Want everyone involved to benefit 1 2 3
* Consider other people’s questions and ideas with an open mind 1 2 3
* Communicate questions, concerns, and ideas 1 2 3
* Give feedback willingly 1 2 3
* Accept feedback positively 1 2 3
* Celebrate accomplishments along the way 1 2 3

Collaboration Score (Total) \_\_\_\_\_\_\_\_\_\_

* + 1. I contribute to collaboration by (2s):
    2. My strengths when collaborating are (3s)
    3. My areas of growth when collaborating are (1s):

**Reflection Questions**

1. What is collaboration? What makes it challenging? What makes it successful?
2. Describe a negative collaboration experience that you have had? What made it negative?
3. Describe a positive collaboration experience you have had that you have had? What made it positive?
4. What are your strengths and areas of growth when engaging in collaboration?
5. What does your ideal collaboration look like?

**Notes:**

**Resources:**

* Guidelines for Group Discussion: <http://www.crlt.umich.edu/publinks/generalguidelines#rules>
* Why do we Collaborate?:<https://workdesign.com/2015/06/collaboration-why-do-we-need-it-and-uh-what-is-it-anyway/>