

7 TIPS

FOR MORE EFFECTIVE COLLABORATION

Good collaboration fosters higher employee engagement, efficiencies and productivity. If you want to attract and retain good employees, having a collaborative culture is critical. Use these tips for more effective collaboration.



1. KNOW YOUR TEAM

- Define what each person can contribute to projects (both soft and hard skills).
- Share that info with the team so they know what to expect from individuals.
- Make sure there's a personal element and include opportunities to socialize.
- Find out how each person likes to communicate, and how they best communicate. (These might not be the same thing.)



2. SET CLEAR GOALS AND OBJECTIVES

- Everyone should understand the purpose and vision behind the project.
- Individual goals should be S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-Bound).
- Ask people to set their own timelines and milestones so goal setting is collaborative.
- Encourage questions and transparency along the way. Build in feedback systems.



3. EMPHASIZE CLEAR COMMUNICATIONS

- Good communication prevents confusion, conflict and resentment. Avoid surprises.
- Don't confuse brevity with clarity. (This is especially important for remote workers.)
- Encourage more phone calls and videoconferences versus emails.
- Create guidelines for meetings, reporting and communication with team input.



4. LEAD BY EXAMPLE

- Executive and managers must act and communicate collaboratively.
- Take responsibility for mistakes or errors. This goes for everyone.
- Never assign blame – it's a huge demotivator. Talk about what didn't work and fix it.
- Be adaptable. If something needs to change, change it.
- If you can't make a suggested change, make sure everyone understands why.
- If you or someone else needs training, get it for them.



5. LEARN TO COMPROMISE

- Be open minded and stay open to new ideas. Different perspectives are a bonus.
- Put feedback channels in place, ask for opinions and be a good listener.
- Be considerate and respectful when responding. Be careful about doing it publicly.
- Be ready to compromise. You can almost always find a way to incorporate other's suggestions.



6. LEVERAGE COLLABORATION TOOLS

- Make sure everyone has access to any apps you're using – MS Teams, Slack, etc.
- Get them webcams, faster internet, VPNs, etc. – whatever they need to collaborate.
- Give them training on these platforms so they are optimizing workflows.
- Make sure everyone uses cameras on all meetings – it really makes a difference.
- Make time for socializing in every interaction and build in some fun.



7. CELEBRATE SUCCESS

- Set up a trophy, stars or award system. Gamify it if you can.
- Recognize both individual and team achievements.
- Show real, measurable outcomes of achievements, not just that a task was completed.



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