



Collaboration

CLB Stage I

Collaboration means you can communicate with others to achieve a common goal.

- ☐ **I can... ask for help from a co-worker to solve a problem.**

For example...

- ☐ Ask for help from a co-worker on how to use a machine at work.



- ☐ **I can... work with co-workers to complete a task.**

For example...

- ☐ Help a co-worker photocopy a document.



- ☐ **I can... encourage my co-worker.**

For example...

- ☐ Write a note or an e-mail to encourage your co-worker: "Good work", "I like what you've done", or "That's a great idea".



- ☐ **I can... learn from all members of a team to benefit from their knowledge and experience.**

For example...

- ☐ Discuss ideas for a new product at a team meeting.



- ☐ **I can... repeat something someone says to be clear on what they want me to do.**

For example...

- ☐ Repeat back an order at work.



- ☐ **I can... work with a co-worker to change something.**

For example...

- ☐ Make a change to a schedule with a co-worker.





Collaboration

CLB Stage II

Collaboration requires communicating with others in a way that fosters respect and cooperation, while working towards a common goal.

☐ **I can... help a co-worker on how to do a task.**

For example...

- ☐ Give instructions on how to do a specific task at work, such as how to ring in a sale.

☐ **I can... respect the needs, strengths, and weaknesses of others.**

For example...

- ☐ In a staff meeting, thank a co-worker for an idea before expressing my own and respond positively to questions and ask for clarification.

☐ **I can... share ideas with co-workers and respond to feedback in a positive way.**

For example...

- ☐ Read a co-worker's idea to improve a work process and suggest they share it with management.

☐ **I can... agree to take notes in a meeting to share with a co-worker.**

For example...

- ☐ Send an e-mail to a co-worker with notes about a meeting they missed.

☐ **I can... create an environment where co-workers feel they can express their ideas.**

For example...

- ☐ Ask co-workers for their ideas on a team-building event. Show interest. Thank them. Share the ideas with management.

☐ **I can... help a co-worker in times of need.**

For example...

- ☐ Agree to work a shift for someone who is off sick.





Collaboration

CLB Stage III

Collaboration requires communicating with others in a way that fosters respect and cooperation, while working towards a common goal.

- ☐ **I can... work with others on a shared task to achieve a goal.**

For example...

- ☐ Discuss a shared task in a group meeting, such as how to best implement a work-from-home policy and summarize points reached to help focus the discussion and propose next steps to move it forward.

- ☐ **I can... work with others in difficult situations.**

For example...

- ☐ Work as part of a committee to review layoff notices, acknowledge differences in perspectives and focus on the shared goal.

- ☐ **I can... offer to review documents and provide constructive feedback.**

For example...

- ☐ Review a draft of a collaboratively written sales plan and offer suggestions to improve structure and flow in a way that builds on current ideas without negative criticism.

- ☐ **I can... facilitate a team meeting, acknowledging the value that every participant brings.**

For example...

- ☐ Facilitate a team brainstorming session encouraging participants to share their ideas.

- ☐ **I can... build an environment where others feel they can make positive contributions to the task at hand.**

For example...

- ☐ Co-ordinate a group that is working on a project to introduce new menu items at a restaurant and incorporate their ideas.

- ☐ **I can... provide support to others through mentoring, motivation, and coaching.**

For example...

- ☐ On-board and mentor a new employee until they feel confident in doing their job on their own and praise the new employee for specific tasks they do well.

