

# collaboration

***the action of working with someone to produce or create something***



It might seem like a no-brainer to ensure your team is working effectively together in the workplace. After all, as the saying goes, “teamwork makes the dream work,” right?

Still, it’s no easy feat to bring people from different backgrounds, and depending on the size and structure of your company, different time zones together to work towards a common goal. However, the pros of effective communication and collaboration in the workplace far outweigh the cons.

- \*A better customer experience**
- \*Stronger teams**
- \*More innovation**
- \*More knowledgeable and skilled employees**

Working successfully with others isn’t just about what you do but *how* you do it. If you’ve ever worked on a group project that didn’t go as well as you thought it would, then you know that promoting collaboration in the workplace is often easier said than done.

One of the best things you can do is work on developing your soft skills. Trust us—mastering these five collaboration skills will make working in a team a lot easier and more effective.

**Goal setting** When you’re working with a team, everybody must understand the purpose and vision behind the project, as well as how you’ll be determining success.

**Communication** Before you begin tackling a task or assignment, make sure you set clear intentions. Let your teammates know what you’re doing and set realistic expectations for when you’ll get done—and be sure to follow through.

**Active listening** When you’re working closely with others, you have to listen closely to each team member’s ideas, feedback, and advice—and be considerate and respectful when responding.

While you may have your ideas about how you would like the project to go or who should do what, you still need to take your colleagues’ opinions into account. You might not always agree with the outcome, but at the end of the day, you need to prioritize the needs and responsibilities of the group over your own wants.

**Problem-solving** Focus your energy on working together to find solutions. This helps build trust between team members and makes sure everyone feels comfortable communicating and being transparent with each other.

**Time management** Collaborating with others means you need to be accountable to not only yourself, but also your group members who are dependent on you. This is where time management skills come in. Being able to prioritize your tasks and schedule them out accordingly is key to ensuring you can meet deadlines and complete the work that your team is counting on you to deliver.