

# Six principles of effective collaboration



- 1. Positive interdependence: "We sink or swim together"**
  - ▶ Establish clear, shared purpose/s for working together
  - ▶ Have explicit goals, targets and outcomes
  - ▶ Co-construct knowledge and mutual understandings
  - ▶ Involve everyone in choices and decisions that affect them
  - ▶ Keep the 'big picture' (why, how, what, who ... ) in mind
  - ▶ Negotiate tasks: establish agreed working procedures
  
- 2. Face to face interactive learning: "Lets talk about it together"**
  - ▶ Actively listen to each other
  - ▶ Keep dialogue focused
  - ▶ Use a framework to assist substantive dialogue toward understanding
  - ▶ Develop and use a common language
  - ▶ Frame language positively
  - ▶ Share information in creative ways
  - ▶ Actively question and seek information
  
- 3. Shared responsibility: "We each do our fair share of work"**
  - ▶ Use individual strengths and encourage task/role flexibility
  - ▶ Negotiate and co-construct responsibilities so they are shared in a fair way
  - ▶ Each person contributes to the team
  - ▶ Each individual is clear about their task/role and their contribution to the team
  - ▶ The team is clear about how their contribution fits in relation to whole school goals/directions
  
- 4. Teamwork Skills: "We are not born with collaborative skills"**
  - ▶ Use and work on developing effective task and interpersonal skills
  - ▶ Co-create and use structures (team charters) with clear task, process and relationship frames
  - ▶ Manage conflict positively: bring it out into the open and work to resolve
  - ▶ Use clear planning, problem-solving, and decision-making processes
  - ▶ Have an agreed process for achieving consensus
  - ▶ Encourage a positive, pro-active style of working
  
- 5. Reflection: "We need to monitor and process our experiences"**
  - ▶ Regularly reflect on group processes and working relationships
  - ▶ Monitor and review progress toward goals
  - ▶ Set goals/establish ways to improve efforts and 'rough spots'
  - ▶ Acknowledge contributions and achievements
  - ▶ Accent the positives: celebrate successes
  - ▶ Offer, and be open to, constructive feedback
  
- 6. Reciprocity: "We need to both give and receive support"**
  - ▶ People actively seek to learn from each other
  - ▶ The perspective of other people is taken: perspective-taking strategies used
  - ▶ Everyone both gives and receives support
  - ▶ Each person asks for, and offers, ideas, opinions, suggestions
  - ▶ Design tasks/share workload so that each individual has something to contribute and something to gain