

# How to Collaborate



## Respect colleagues

Every one of your colleagues has strengths that you do not have. Find out what every team member is good at and work together to achieve more.



## Communicate clearly

Check that what you are meaning to say is what people have taken on board. Be honest about your failures as well as your successes to help the team improve.



## Listen actively

You have two ears and one mouth. Use them in that proportion and you'll understand more what people are saying. Give yourself time to think before responding.



## Offer help

Go out of your way to assist and support your colleagues when they are clearly struggling. In return, ask for help when you are struggling with something.



## Solve problems

When a problem arises, proactively step in to solve it. Don't look for short term solutions. Rather seek out the root cause(s) and fix it permanently.