

# Tools for Collaboration

## *How to Cultivate Healthy Attitudes Toward Frictionless Collaboration*

*Be the change you wish to see in the world.*

- Anonymous

### Strengthen Interpersonal Skills

Interpersonal Skills are helpful behaviors to achieve effective collaboration with others, but they can also be useful to anyone pursuing an effective relationship.

These Interpersonal Skills can help you act effectively in three areas:

- 1. Achieving a specific objective**
- 2. Maintaining healthy relationships and ending unhealthy relationships**
- 3. Maintaining your self-esteem**

While working on these Interpersonal Skills, it's worth staying mindful of the difficulties identified during the Troubleshooting exercise. Those various hindrances that can prevent you from being effective might be insecurity over your lack of skills, worrying thoughts, emotional reactions, indecision, environmental factors, myths or a combination of different factors. Being able to adequately anticipate the occurrence of and triggers for these difficulties will help you to remain effective in the collaboration while working to build up these skills.

You're invited to engage in your own reflection about these Interpersonal Skills.

### Skill 1: Self Advocacy to Reach Your Goals

These skills are meant to give you more than one opportunity to continue the conversation in an adequate way while trying to reach your goal. They're tips and tricks for anyone who wants to grow in the area of self-advocacy to increase their abilities to effectively communicate about things that matter to you. Self-advocacy enables you to reach your goals and increase the chances that people will take you seriously.



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- Describe what you mean: provide clear information and explanations.
- Show your feelings and express your opinion to clarify why something is important to you.
- Stand up for yourself, allowing yourself to have a voice and be encouraged.
- Strengthen your position by explaining the mutual benefits of reaching your goals.
- Stay alert and mindful if you believe your point is worth making and ignore attacks.
- Negotiate, reverse roles, explain the problem to others and asks them for solutions.
- Radiate self-confidence.

## Skill 2: Affirm Others to Maintain Healthy Relationships

One important way to build unity and trust among group members is to communicate your approval of other group members, your interest in them, and affirm who they are. When your aim is to maintain healthy relationships, your interpersonal skills will help you to maintain or improve your collaborative relationships. This skill of affirming other group members can help you work together to achieve your common goals.

In order for the collaborative relationship to remain healthy, group members could commit to the following affirming practices:

- Be friendly: don't attack, threaten, or make judgments.
- Show your interest.
- Validate others by being attentive, recognizing and supporting them.
- Behave in a relaxed manner using humor and diplomacy.



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## Skill 3: Respect Yourself to Maintain Your Self Esteem

When your aim is to sustain your self-esteem, it is important to act with respect for yourself. Acting with dignity is essential. Self-esteem helps you to feel good about yourself, be confident in your ideas, and allows you to have more harmonious interactions with others. The combined effect promotes collaboration.

To make sure you respect yourself while trying to achieve your cooperative goals, you commit to:

- Be honest with yourself and others
- Not apologize for valid actions
- Hold on to your values
- To be truthful, not to lie
- Not to act helpless if you're not
- Not to exaggerate



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