

Tips!

★ 5 tips for discussing strengths & weaknesses ★

Plan ahead:
Give people time to properly reflect on what they want to improve so they're not put on the spot.

Switch up your location:
Step away from your usual work environment to make the discussion less formal (try taking a walk!)

Listen actively:
Restate or paraphrase what your team member says to show that you were listening.

Give each their moment:
Ensure that each team member has ample time and space to discuss how they would like to develop in their role.

Ask real questions:
Ask meaningful follow-up questions to get authentic answers. *Ex: What does success look like to you? What is standing in your way? What do you need most right now?*

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Tips!

Collaboration Guide

Use this guide to build positive group dynamics and boost collaboration on your team



Illustrated by Clement Lauerdan

How to use this guide

Fill out your Collaboration Guide individually, then take the time to share and read your colleagues' guides so you can learn about your team members.

My typical/preferred work hours:

When I'm the most productive:

Ideal working conditions:

How I like to work on projects:

Ex: I love brainstorming and facilitating meetings, but not documentation

My triggers:

Ex: When my headphones are on and someone tries to talk to me

What I like:

*Think beyond the workplace!
When do you feel your best?*

How I like to give/receive feedback:

My motivations and my needs on a team:

My expectations towards others:

What does it mean to be a team?

My strengths and weaknesses (what I want to improve on):

Take a step back and discuss this section as a team. Learn how you can compliment one another and what your colleagues hope to improve on (Look out for meeting tips at the end) ✨

Tips!



Tips for a successful meeting



Set a clear agenda:

Ensure that the goal of the meeting is clear and that everyone has read each other's guides in advance.

Clarify roles:

Determine a meeting facilitator, timekeeper, and notetaker ahead of time to stay on track.

Choose a comfortable environment:

Book a welcoming room with minimal distractions to keep people focused.

Take breaks:

Make sure to take breaks to reboot your energy!

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Collaboration Meeting Framework

Follow these meeting steps to create team collaboration norms



PART 2

How to host this meeting

After sharing and reading everyone's collaboration guides, it's time to put them all together! In this meeting, highlight similarities, decide on group processes, and create your final team collaboration guidelines.



★ PSST! ★

Look out for meeting tips at the end of this guide

Step 1: Check in / 5 min.

Start with a fun exercise to get everyone into a collaborative mindset!

Ex: Get in pairs and sit down back-to-back with a sheet of paper between your backs. Work together to stand up straight without letting the paper hit the floor.

Step 2: Map similarities / 15 min.

Highlight similarities in values, needs, work preferences, etc.

Step 3: Discuss skills / 15 min.

Continue the discussion on strengths and weaknesses, then determine how you can help one another develop.

Step 4: Find availabilities / 15 min.

Decide on common focus hours and prime meeting times.

Step 5: Put it all together / 5 min.

Decide on work processes, determine project workflows, and map out your team's collective collaboration guide.

Step 6: Check out / 15 min.

Sum up the meeting and discuss your key takeaways. Make sure next steps are clear so everyone is accountable!