

The Basic Principles for a Collaborative Workplace

From the Achieve Global course *The Basic Principles for a Collaborative Workplace*

1. Focus on the situation, issue, or behavior, not the person.
 - Take a broad perspective.
 - Avoid putting others on the defensive.
 - Consider other points of view.
2. Maintain the self-confidence and self-esteem of others.
 - Let others see that you have confidence in them.
 - Recognize accomplishments.
 - Encourage people to express their ideas.
3. Maintain constructive relationships.
 - Use every interaction as an opportunity to build relationships.
 - Acknowledge problems openly and honestly.
 - Share information.
4. Take initiative to make things better.
 - Look for opportunities for improvement.
 - Stay informed.
 - Act as if there is a solution to every problem.
 - Plan ahead.
5. Lead by example.
 - Follow through on your commitments.
 - Admit your mistakes.
 - Push yourself and others to try new ways of doing things.