Coaching and Discussion Guide - *Collaboration*

Collaboration is the extent to which an employee works well with others to effectively complete tasks and projects, sharing a common purpose to achieve a business goal.

This coaching and discussion guide can help you conduct effective employee coaching sessions to document and keep track of the commitments made together and to make sure follow through happens and action plans are aligned with job/role priorities.

Recommendations for Employee: This section provides suggestions for development activities to help make the employee more successful with this RemotePro dimension.	Action Plan: Clearly define job responsibilities, tasks to be completed, and deadlines.
Collaboration	
Develop relationships with coworkers. Participate in virtual work social events or get to know employees from other departments by pro-actively reaching out and introducing yourself or periodically checking in.	*Ask:* • *What do you think of these recommendations?* • *Which ones are you willing to try and when?* • *Which collaboration tools do you current use and how? Which tools would you like to learn more about and use?* • *What can I do to support you?*
When working in groups, **be respectful** of other viewpoints and perspectives.	
Be **open to learning** from peers.	
Take **full advantage** of collaboration tools and technology.	
Your Role	
Be **self-aware** of your strengths and areas for improvement, and **seek** coworkers who excel at your areas of self-improvement.	*Ask:* • *Do you practice any of these recommendations now? If so, which ones and how?* • *In what ways can you make collaborating with your remote coworkers more effective?* • *What can I do to support you?*
If you're **collaborating** on documents or other electronic files, **establish** a process to ensure you don't inadvertently delete updates or create conflicting versions.	
Establish **communication/connection rules** with your remote coworkers to respect each other's time. This will help to save time, and avoid fruitless contact attempts.	