Leader Coaching and Discussion Guide - *Collaboration*

Collaboration is the extent to which a leader clearly communicates through different channels, leverages new technology to share a vision, foster business interrelationships, inspires others and builds a team spirit of common effort, and works with others towards common goals.

This coaching and discussion guide can help you conduct effective leader 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 Leader:	Action Plan:
This section provides suggestions for development activities to help make the leader more successful with this RemotePro dimension.	Clearly define job responsibilities, tasks to be completed, and deadlines.
Collaboration	
1. If you disagree with your team on certain issues, be prepared to **clearly and professionally support your position**.	*Action Items:* • *Ask: What do you think of these recommendations?* • *What can you to to stay attuned to your team's needs?* • *What system do you have in place to make sure your employees are apprised of progress on assignments on a regular basis?* • *What can I do to support you?*
2. **Be clear** on what is expected of your employees. If they encounter difficulties, ask how you can be of assistance.	
3. If you **make a mistake at work**, don't try to hide it, but inform everyone who needs to know as soon as possible. When relating failures; • **Share the facts** of the situation honestly. • **Reveal the details** leading up to the problem, the details of the event, the corrective action you took, any positive results that occurred and how you plan to prevent such an occurrence in the future. Encourage your team to do the same when they make mistakes.	
4. Volunteer for **additional responsibilities** that will benefit you, your department, and the company. Pass along any opportunities for development to your team and solicit volunteers.	
5. From time to time, **review organizational expectations** with your team. Draw connections between the work they do and the bigger picture. Note in writing how you perceive your unit's role in the organization, as well as three to five key performance areas and performance standards for these areas. Meet with your boss to clarify these perceptions and see if your boss agrees.	

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Your Role	
6. Make a point to **learn more about coworkers** in order to build a closer relationship.	*Action Items:* • *Do you ask your team mates to give you constructive feedback about some aspect of your job performance? If so, how often? If not, should you?* • *How can you encourage your team members to learn more about one another's job responsibilities? They may be able to help one another on challenging tasks, or when someone is unavailable to perform their normal duties.* • *What types of development activities may help your team members grow and develop in their careers?* • *What kind of creative options and alternatives for team-building experiences which are inclusive to all members - in office and remote, could you offer to your team?* • *What can I do to support you?*
9. At the beginning of the year, **discuss with each of your employees their development goals** for that year. Together, create a plan for how those goals will be met, and follow up throughout the year on their progress.	
10. **Compliment coworkers and employees** on their successes.	
11. Make an effort to **understand your employees' perspectives**. Your interpretation of a situation might be quite different from another person's. If you are not certain about the other person's viewpoint, ask questions to understand it. Encourage your team members to do the same.	
12. Think about the **message and the recipient(s)** when **sharing information** - deliver information using a positive tone. Make use of all available technology and choose the most appropriate tool (i.e., email versus chat versus a phone call) for the specific situation.	

What steps (goals) can you take immediately to begin working on some of these development opportunities?

What do you plan to have accomplished within the next 30-days regarding these steps and your development goals?