

COLLABORATION GUIDE

Checklist for effective collaboration. These reminders will help you bring out the best ideas from your team. Share this checklist, so everyone knows what is expected. There are three stages: preparation, the actual meeting, and follow-up.

PREPARATION

- Define a clear goal
- Review Ground rules
- Select intentional participants - ones that think differently from each other
- Distribute agenda and provide supporting material so your think insiders can prepare.
- Designate one person to take notes during the meeting. Consider rotating this function.

ACTUAL MEETING

- Repeat the goal of the meeting
- Emphasize that you want to hear from everyone
- Foster Collective Brainstorming
- Place new topics on the parking lot for the next meeting
- Assign tasks, assign each task to one person, and set a due date
- At the end of the meeting:
 - Summarize all decisions and tasks
 - Schedule follow-up meeting if required

FOLLOW-UP

- Communicate:
 - decisions made after the meeting
 - tasks to task owners
- Track tasks and follow-up if not completed by the due date
- File notes in a place where you can easily find them

SAMPLE GROUND RULES

- Use "Yes, and" instead of "but"
- Everyone talks
- Do not dominate the conversation
- No side conversations
- Work with positivity