

## Do I have these collaboration skills?



.....	I tend to state ground rules clearly, directly, and tactfully to my team.
.....	I always listen patiently to the values, ideas, concerns, opinions, and criticisms from others.
.....	I learn quickly about what others can contribute into the project.
.....	I express different ideas, disagreements, criticisms, and personal opinions respectfully.
.....	I pay attention to the body language of others, particularly when others have unexpressed issues.
.....	I support group decisions even if it's different from my ideas.
.....	I set a common goal for the team.
.....	I check the expectations of others about the project and the common goal.
.....	I distribute workload fairly and clarify who's responsible for each task.
.....	I always ask questions to understand and clarify information, directions, and ideas.
.....	I consider the ideas, suggestions, and directions from others to achieve the goal.
.....	I ask for suggestions, help, guidance from others to solve any problems.
.....	I receive constructive criticisms or other feedback from other people in the team.
.....	I share progress, ideas, and suggestions regularly.

## Do I have these collaboration skills?



.....	I give credit to others for their ideas, suggestions, and contributions.
.....	I take responsibility for my mistakes and find solutions together to get closer to the goal.
.....	I show empathy toward others and motivate them.

### Note:

In a teamwork setting, rate yourself on each of these behaviors, and use this list as a guide to improve your skills:

5 = I've mastered this skill.

4 = I'm pretty decent here.

3 = I'm okay – not bad but not great.

2 = I could really improve this area.

1 = I have huge weakness in this area