

SELF-ASSESSMENT: Collaboration

PART A: CLARIFYING THE SKILL

1. What do you think of when you hear the word collaboration? Write your ideas below.

2. How do your thoughts above match with the following definition?

Collaboration is how well you can work with people to reach a common goal. That means sharing what you have to give, doing your part, and supporting others to work together. For example, you would use this skill to help a group or team to complete a project or solve a problem.

It includes your ability to work respectfully with a wide variety of people who may be very different from you - while doing your share to get the group where it wants to go. If you are really good at collaboration, you also help support other people in your team, building and maintaining positive relationships. Excellent collaborators can also manage difficult interactions between people that might get in the way of the group reaching a goal or getting things done.

You can watch a video to learn more about this skill before you start.
canada.ca/en/services/jobs/training/initiatives/skills-success/video.html#h2.o2

PART B: SELF-REFLECTION

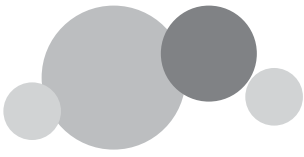
The self-assessment checklist on the next page is based on a national skills framework that uses the definition you read above. It will give you an opportunity to think about the strengths you have already developed that show your ability to work with others, and areas where you may want to build some skills.

Read each statement in bold and put a check mark in the column that best describes how well you can do this. Think about all the places in your life where you work with other people to get things done. It may be at home, at work, in school, or in sports or a hobby.

You can also use the ideas underneath each statement to help you reflect on your skills and decide on a response. Highlight or underline things that you feel you are good at.

COLLABORATION SELF-ASSESSMENT	Yes	Somewhat	Not Really
1. I can work well with other people.			
<p>I am able to:</p> <ul style="list-style-type: none"> • take part in activities that build trust with people. (e.g. small talk, being reliable) • follow social and organizational rules. (e.g. be on time, wait for someone else to stop speaking) • encourage other people to be supportive and cooperative in their actions, the language they use, their attitudes and ways of doing things. (e.g. help improve how the group gets along) • stay aware of my strengths and weaknesses and those of other people I'm working with. (e.g. encourage people to do things they are good at) 			
2. I value the ways that people are different and the importance of including people.			
<p>I am able to:</p> <ul style="list-style-type: none"> • understand that people from different cultures, backgrounds, and abilities can have different customs, values, and ways of thinking and doing things. • understand and accept the differences among people. (e.g. characteristics, abilities, cultures, religions, values) • respond to people without judging them for having different opinions, ideas, and views on things. • adapt to people's different styles of interaction if I can, and when it makes sense. 			
3. I am good at having difficult conversations with people.			
<p>I am able to:</p> <ul style="list-style-type: none"> • take part in conversations about issues even when it's a challenge. • think about what barriers there might be to having a positive conversation and things that might help it go better. • discuss, negotiate, and resolve difficult interactions with people in a way that's sensitive and helpful. 			
4. I can build a positive environment that makes it easier for a group to work together.			
<p>I am able to:</p> <ul style="list-style-type: none"> • understand and recognize the roles people have in a situation. (e.g. who is doing what, who is the leader) • understand and adapt to the needs, strengths, and weaknesses of people. • support other people in the group by coaching, mentoring, and motivating them. 			
5. I can reach a common goal with other people.			
<p>I am able to:</p> <ul style="list-style-type: none"> • take responsibility for doing my share and complete my tasks as part of the whole project. • consult and share with other people when needed and appropriate. • make sure other people have the chance to share and give input. • keep track of how things are going, deal with any possible problems and manage time and resources so things get done. 			
6. I typically reflect on how things went after a project and work to improve group work in the future.			
<p>I am able to:</p> <ul style="list-style-type: none"> • take time to think about how the group worked together. • make positive suggestions for how the group could have worked together even better. • use feedback from other people in a positive way going forward. 			

**The Self-assessment Checklists have been adapted from material created by Skills for Success and available on their website. canada.ca/en/services/jobs/training/initiatives/skills-success*



PART C: RECOGNIZING STRENGTHS

Collaboration Strengths:

Look at the “Yes” answers in PART B, or the statements underneath that you highlighted. Identify your strengths and write some in the space below. *(e.g. I am good at valuing differences and including people when I work in a group.)*

Areas for Growth

Look at the “NO” or “Somewhat” answers in PART B, or the statements underneath that you *didn't* highlight. Identify any areas you might like to strengthen or grow, and write them in the space below. *(e.g. I would like to improve my ability to have difficult conversations with people.)*

Paths for Development

Think about the collaboration skills you would like to build or strengthen. Do you know anyone who is really skilled in those areas? Someone who you admire for their ability to work with other people? Write a little about them below.

How do you think you could help grow your own skills in this area? Write some of your ideas below. If helpful, talk to peers, your Facilitator or someone else in the program to get ideas.