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Name

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Date

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### **Common Interpersonal Skills for Collaboration**

Collaboration: a cooperative effort by which people or organizations work together to accomplish a common project or mission.

| Skill      | Definition  |
|------------|---|
| Leadership | <ul style="list-style-type: none"><li>• Offers guidance and organizational suggestions to help group complete tasks.</li><li>• Allows others to voice opinions and assume responsibilities.</li><li>• Shares in successes and failures.</li><li>• Encourages the group to move toward their goal.</li></ul> |

| Skill           | Definition  |
|-----------------|---|
| Decision Making | <ul style="list-style-type: none"><li>• Listens to the opinions of others and takes them into consideration.</li><li>• Identifies possible courses of action and accurately describes the costs and benefits of each.</li><li>• Is willing to make a choice when the group needs to come to a decision.</li></ul> |

| Skill          | Definition   |
|----------------|--|
| Trust Building | <ul style="list-style-type: none"><li>• Follows through on commitments to others.</li><li>• Contributes to a positive atmosphere.</li><li>• Disagrees respectfully.</li><li>• Accurately assesses his or her own competence.</li></ul> |

| Skill       | Definition  |
|-------------|---|
| Turn Taking | <ul style="list-style-type: none"> <li>• Listens when others are talking and does not interrupt.</li> <li>• Acknowledges others who have spoken.</li> <li>• Makes sure all others are included.</li> <li>• Offers supportive statements.</li> <li>• Uses verbal and nonverbal signals to invite responses from others.</li> </ul> |

| Skill            | Definition   |
|------------------|--|
| Active Listening | <ul style="list-style-type: none"> <li>• Makes eye contact with the speaker.</li> <li>• Uses an open posture.</li> <li>• Stops other activities to listen.</li> <li>• Paraphrases statements of others.</li> <li>• Asks clarifying questions.</li> <li>• Seeks and offers feedback.</li> </ul> |

| Skill               | Definition  |
|---------------------|---|
| Conflict Management | <ul style="list-style-type: none"> <li>• Listens to the views of others.</li> <li>• Avoids hurtful statements about others.</li> <li>• States his or her own views without becoming defensive.</li> <li>• Is able to identify personal concerns and the concerns of others.</li> <li>• Accepts the group's decision graciously.</li> <li>• Is able to resume the task.</li> </ul> |