



Collaboration Checklist

Instructions: Check those behaviors that you and your team consistently demonstrate. These behaviors help to create improved levels of trust and collaboration.

	Collaborative Behavior	Behavioral Description
<input type="checkbox"/>	1. Share agreement for vision, mission and goals	Collaborators feel that they can gain from the relationship and support each other's goals
<input type="checkbox"/>	2. Share long-term objectives	Collaborators share long-term objectives for areas of interdependency
<input type="checkbox"/>	3. Demonstrate respect for each other's needs and opinions	Collaborators use dialogue in an atmosphere of respect to build long-term trust
<input type="checkbox"/>	4. Engage in an "Adaptive Mindset"	Collaborators are flexible in how they listen and respond to others
<input type="checkbox"/>	5. Demonstrate empathy for others' points of view/expertise	Collaborators work to understand issues that arise from diverse points of view
<input type="checkbox"/>	6. Share cultural and communication style similarities	Collaborators appreciate differences in communication and look for similarities to increase probability of positive results
<input type="checkbox"/>	7. Acknowledge interdependencies	Collaborators establish and maintain clear roles and responsibilities to nurture cooperation
<input type="checkbox"/>	8. Promote reciprocity and direct communication	Collaborators share information, plans and technology to strengthen relationships and results
<input type="checkbox"/>	9. Demonstrate ethical behavior	Collaborators view others as equals, operate ethically, honor commitments, are direct and tell the truth
<input type="checkbox"/>	10. Honor terms and conditions of agreements	Collaborators agree upon and practice the terms and conditions of formal and informal agreements/contracts