

Collaboration

Your ability to contribute and support others to achieve a common goal. For example, at work, we use this skill to provide meaningful support to team members while completing a project.

VERBAL

From USUALLY to ALMOST ALWAYS up to ALWAYS

- Participates actively in team discussions
- Speak respectfully to others of different race, culture gender, etc.
- Speaks calmly and constructively in difficult conversations
- Negotiates appropriately
- Speaks positively about team members
- Provides constructive feedback effectively
- Does not judge people for ideas, opinions, etc.

From RARELY to SOMETIMES up to USUALLY

- Participates in gossip
- Does not speak out against sexist or racist language
- Avoids conflict that needs to be resolved
- Avoids giving feedback
- Does not contribute to group discussions
- Sometimes complains about tasks or coworkers without cause

From NEVER to RARELY

- Starts malicious gossip
- Uses racist or sexist terms
- Shouts or swears in stressful situations
- Is critical of team members especially behind their backs
- Monopolizes or avoids group discussions
- Gives feedback maliciously or not at all
- Judge people not ideas, etc.
- Frequently complains about tasks or coworkers without cause
- Rejects feedback

PHYSICAL

From USUALLY to ALMOST ALWAYS up to ALWAYS

- Is trustworthy and shows and builds trust in others
- Follows workplace rules and practices when unsupervised
- Respects deadlines and schedules
- Shows respect of others of different culture, opinion, etc.
- Respects the belongings of others
- Has a cooperative attitude
- Shows awareness of strengths and weaknesses
- Shows empathy towards others
- Effectively deals with conflict
- Understands and respects individual roles
- Helps/motivates others with work or through coaching, etc.
- Completes assigned tasks on time
- Recognizes and supports the contribution of others

From RARELY to SOMETIMES up to USUALLY

- Is suspicious of others
- May not follow workplace rules or practices when unsupervised
- Often late sometimes without notice
- Tries but often fails to meet deadlines/schedules
- Ignores sexist or racist behaviour
- Does not recognize how their behaviours impact others
- Indifferent to teammates
- Avoids conflict that needs resolution
- Does not understand roles
- Ignores the contribution of others
- Ignores problems that arise
- Accepts feedback but has difficulty learning from it

From NEVER to RARELY

- Lies, steals or cheats
- Tries to avoid or break workplace rules
- Encourages others to break rules
- Ignores deadlines
- Frequently late without note
- Shows sexist, racist, etc., behaviour
- Deliberately harasses others
- Aggressive or unkind with teammates
- Creates conflict
- Ignores roles and assignments
- Takes credit for the work of others
- Creates problems