

Collaboration  
Action Steps

In a high stake situation-where both the relationship and situation are important to you, a positive collaboration is beneficial to everyone. Follow the action steps below to ensure that your next collaboration a success!

1) Think of a situation that you are handling right now, in which both parties have a high stake in the relationship *and* the outcome.

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2) Do you really understand your counterpart's viewpoint? Heed Stephen Covey by "seeking first to understand; then be understood." Take a few moments to write notes on the other side's viewpoint.

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3) Brainstorm alternatives. Write down at least three alternative solutions that you and your counterpart haven't explored yet. Introduce them in your next collaborative session.

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