



1-Day Workshop Outline

Cross Group Collaboration was developed for teams whose success depends on the results of collaborative efforts with other teams or disciplines within an organization and/or with outside vendors. It recognizes that collaboration can be complex and requires coordination of work with multiple partners, often located across multiple time zones. This is a practical workshop, based on first-hand experience, which provides 10 easy-to-use tools that enable a consistent approach to collaboration among all partners. These tools are designed to be put to work right away (or easily customized) to help teams take control of the complexity that collaboration brings and reduce the potential for the challenges that ineffective collaboration and communication can cause.

In addition to the 10 tools, the heart of the workshop is an engaging simulation which enables each participant to develop an awareness of their role, and to observe the role of others, in the success or failure of collaboration.

Anyone at any level of the organization who depends on others to complete work will benefit from this workshop. This includes individual contributors as well as leaders and managers.

Topic	Description
GETTING STARTED Define and assess your situation	Participants assess their current collaborative effort and their role in it.
COLLABORATION CHALLENGES Identify, prioritize and analyze	Participants brainstorm all the challenges they currently face when working across groups then prioritize the top 3. Next they analyze the root cause of those challenges and review 25 ideas to determine which ones will help alleviate their prioritized challenges, as well as how the ideas could be customized to meet their team or organization's culture.
SIMULATION Develop self-awareness	Through participation in a simulation, an awareness of cross group work dynamics is developed along with each individual's role in the success or failure of the collaborative effort. A retrospective is conducted on the end result and 10 best practices for collaboration success are introduced.
TOOLS TO IMPROVE COLLABORATION PLANNING Apply practical tools to effectively plan an upcoming collaboration assignment	Six tools are introduced to improve collaboration in the planning phase: <ol style="list-style-type: none"> 1. What's In It For Me/My Team 2. Collaborative Success Definition 3. Key Component Definition and Agreement 4. Roles/Accountability/Dependency/Escalation 5. Communication Planner 6. Risk Planner



1-Day Workshop Outline (continued)

	Participants are given an opportunity to determine which planning tool they should initiate, based upon their role, to ensure collaboration success for an upcoming collaborative effort.
TOOLS TO IMPROVE COLLABORATION WORK AND WRAP-UP Apply practical tools to manage and wrap-up a collaborative effort	Four tools are introduced to improve collaboration in the working and wrapping-up phases: <ol style="list-style-type: none"> 1. Status Meeting Planner 2. Milestone Monitor 3. Troubleshooting Collaboration 4. Retrospective Planner The Troubleshooting Collaboration tool is applied to the simulation to determine if this assessment might have yielded a different or better outcome.
INFLUENCE AND COLLABORATION Identify your role(s) and effectiveness	Effective communication and management tools and best practices won't solve 100% of collaboration challenges, influence also plays an important role. We introduce the 4 roles of influence, along with what "effective looks like" in each role, as well as common pitfalls that can occur in each role—so they can be avoided.
ACTION PLAN Determine next steps	From the list of 25 ideas, 10 best practices and 10 tools, participants choose 3 that will help them alleviate the top 3 challenges identified at the beginning of the workshop.

This workshop was developed by Solutions View, Inc. www.solutionsviewconsulting.com