Team Collaborations

Bringing our best self to work!

To help us get the best outcomes when working together, it's important to remember we all bring different strengths, and skills to tasks and we all have different working styles and communication needs.

Share your strengths and needs

If you are working with a member of the team you haven't worked with before, it can help to make time to share what strengths and skills you bring to tasks. And to share your working style and communication needs and preferences.

A helpful way to share this information is via our team profiles page

Keep in mind that this is a two-way process and it is important that you make time to read their profile to help you understand your colleague's strengths, skills and communication needs.

Ensure Communications are clear

To help with collaborations its important to be as clear as possible with communications to minimise the possibility of misunderstandings.

For example, if you are seeking support with an in-person event this broad 'ask' could be interpreted in so many different ways which could lead to frustrations.

Consider exactly what support you need and by when, and make this as clear as possible in your ask. Below is an example of the same ask with increasing detail.

Only the final example gives enough information to help colleagues make an informed decision before replying.

"I am planning an in-person event and am hoping for…"

Someone to help me on the day.

Someone to help me on the day on the 6th June from 12-2pm.

Someone to help me on the day in London on the 6th June from 12-2pm.

Someone to help me on the day to deliver the event in London on the 6th June from 12-2pm at the NCVO building N1 9RL. Please can you let me know by the 30th May.

Someone to help me on the day on the 6th June from 12-2pm at the London NCVO building N1 9RL. I need someone to take responsibility for signing people in as they arrive. Please can you let me know by the 30th May.

Some of our communication needs may 'clash' with other team members. And so we have created some brief guidance to help navigate this.

Key Considerations

Is there a compromise that works for everyone involved?
For example, if you process new information best early in the day and a colleague works best later in the afternoon, then a compromise would be to meet somewhere in the middle.

Are any of your needs more important / essential?
It may help to put them in order of importance and focus on finding solutions where there is a clash between 'essential' / access needs.

What level of collaboration would work best?
If you have very different approaches, it may help to work individually on separate aspects of a project.

Do you need to bring in other colleagues?
It may help to invite another team member to join a meeting if they have a particular strength that would help move the project forward. For example, if two staff are working together and both find project planning and time management difficult, then it could be useful to invite a colleague to the planning phase.
Why not check out the check out the Team Profiles.

Do you need to request SLT support?
It may help to seek additional support from your line manager / SLT if it is proving difficult to find effective ways to work that support each relevant person's needs.

Access Needs

If you have specific access needs, make sure you explore these with your line manager as it may be possible to get additional support via the Access to Work scheme. And you may also like to review our Member resource which details a range of accessibility tools.

It is important to remember that it may not always be possible to find a 'simple solution'. Especially if team members have access needs that clash (as opposed to 'preferences' which may be more flexible).

In such instances it may help to 'name' the issue If you feel able to.

Examples to open the conversation could be…

It seems like we have very different communication styles and it might help to read each others profiles.

It seems like we have competing access needs - I feel a bit stuck, so I'm going to message SLT for support to hopefully help us find a way forward…

Remember we all have strengths and skills to bring. Let's do our best to support each other to shine!