Collaboration Grid

Guide for group collaboration in higher education

Goal of the Collaboration Grid

As a graduate scientist you often have to work together in project teams in your job. You are expected to be able to consciously lead, shape and adjust the collaboration process. During education, you practice your coöperation skills during group assignments. In order to be able to develop collaboration skills more consciously, the grid below has been developed for the educational sciences course. The collaboration grid can help you to consciously manage the collaboration process. It offers questions for the individual and the group as a whole, contributing to effective collaboration.

Explanation of the Collaboration Grid

In the first column of the collaboration grid you'll find three focus points that are important in collaboration; namely the task, the working method, and the working atmosphere. In the top row are the actions in collaboration: create an overview, reflect, communicate and adjust. For each combination of focus point and action there are questions that can stimulate collaboration. The questions in the grid are not complete but give an indication of the kind of questions that can be asked in a group collaboration. You are invited to add questions yourselves.

Focus points:

Task
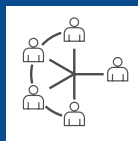The goal of the collaboration.
» *end product*

Working method
The working proces that leads to the result.
» *division of tasks, planning*

Working atmosphere
The interpersonal interaction during the collaboration.
» *trust, constructive attitude*

Coaching
Designing the coaching process.
» *expectations and alining*

Actions in collaboration

Create an overview	Reflect	Communicate	Adjust
Analyze the current situation and create an overview of the desired situation.	Think about how the collaboration affects you and the group as a whole.	Maintain contact with each other, discuss and express thoughts and expectations.	Adjust the current situation, to continiously improve the collaboration.

The various actions often cohere with each other, for example when something is not clear about the end product, there are probably some adjustments needed.
The three focus points in collaboration will require attention at the same time as well.

Collaboration Grid

	Create an overview	Reflect	Communicate	Adjust
TASK	• What do we have to deliver? • What are we asked to do? • When does it have to be finished? • ...	• What information do we miss? • What isn't clear yet? • What do we think is clear? • What is each persons contribution to the task? • ...	• Has each person expresses one's ideas? • What is our shared idea? • ...	• Do we want to adjust the task? • How do we want to adjust the task? • ...
WORKING METHOD	• What is our action plan? • What do we agree on? • How do we divide the tasks? • How and when do we meet? • ...	• Does our working method lead to the end product we agreed on? • Are we satisfied with our way of working? • What is each persons contribution to our working method? • What does everyone need to do their tasks? • ...	• What do we think is important in our way of working? (Do we aim for a 6 or a 9? What does it mean for our working method?) • How and about what do we inform each other? • ...	• Do we want to adjust our working method? • How do we want to adjust our working method? • ...
WORKING ATMOSPHERE	• Where do we focus on? • What is important to us? • What qualities do we bring to the collaboration? • (How) do we give compliments to each other? • Do we help each other? • What are each persons learning objectives? • How do we create a constructive atmosphere? • ...	• What is good about our working atmosphere? And what has bothered us? • Do we trust each other? • Do we feel safe enough to say everything? • What is each persons contribution to the working atmosphere? • Has everyone said what he/she needs? • ...	• How do we talk about our working atmosphere? (For example: How do we give feedback to each other?) • How do we talk about our working attitude? • ...	• Do we want to adjust our working atmosphere? • How do adjust our working atmosphere? • ...
COACHING	• What do we expect from each other? • How much guiding do we need / is available? • ...	• What is good about the coaching? • What do we need (more)? • ...	• What do we want to discuss? • How do we talk about the progression? • ...	• Do we want to adjust the coaching? • How do we want to adjust the coaching? • ...