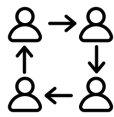


TOP TIPS FOR COLLABORATING WELL



Get to know and maximise team members' strengths



Give everyone a chance to contribute



Organise team roles and responsibilities



Make clear decisions about how to communicate



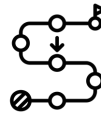
Be respectful of all team members



Understand the task and agree on the aims, scope and quality of the project



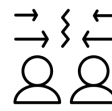
Listen, support and build on team members' ideas



Create a clear timeline of tasks and deadlines



Keep notes and records of team meetings and decisions



Act early to address any problems and/or conflict
