Collaborative Teaming: How to Manage Team-Based Projects

Julie Reaume, Director of Development at MindMuze, will discuss how to manage projects as a collaborative team effort, focusing on the Do's and Don'ts, benefits and challenges, and why it's important to not have only Managers "manage".

Key Learnings:
1. How a collaborative environment can lead to increased success

2. How to engage team members to work together and be responsible for their work as part of a bigger picture

3. Re-defining what collaborative means - and what it does not mean - in terms of a working on projects

Julie Reaume

Director of Development, MindMuze

Let's Collaborate!

"Let's have a brainstorming session!" announces the Project Manager with enthusiasm and excitement. *"We can get everyone's ideas and see what we come up with – it's sure to help the project. I'll see everyone in the boardroom in 15 min. We'll conference call in anyone who is remote."*

Or Not...

An hour later.... The PM is totally surprised and a little angry. Some people, who he knows have great ideas and a lot of talent, contributed nothing. While others completely monopolized the session. He's now had some team members complain to him that people aren't participating, while some feel their voices aren't being heard. Does the PM have the wrong team assembled? Maybe. **Or....Maybe not!**

Perception is Reality

Collaboration…
How does this make you feel?

Collaboration...

Is

Ideas, skills, hard-work, knowledge, energy, innovation and dedication all combined to create a bigger picture.

Is Not

A bunch of people sitting in room *thinking* together.

Collaboration Tools

- On-line File Transfer and File Sharing

- Google Docs

- Communication Tools (Skype, inter-office chats)

- Video-Conferencing

- Online Review Tools

There is an "i" in Team After all

Ask yourself: ***"Who are these people on my team?"*** And then take the time to find out. That is the first step...

The "i" Team

Create a Truly Collaborative Environment

Real World

Same Meeting…

Same Request…

Same Outcome…

Different People…

Tools for Success

• **Each person has ownership over their work**

• **Check-in/follow-up/provide feedback in a way the is suited to the team member**

• **Understand and respect differing work styles**

Food for Thought….We are used to the Team following the Manager's lead. What happens when the Manager follows the Team? Do we then open the door to a collaborative environment where everyone is welcome and has a voice…

Real World

What to do when you are at odds with your team?

Celebrate the differences where you can.

See where these differences fill the gaps rather than widen them.

Do's and Don'ts

1. **Do** understand that each person has their own approach, which is often tied to who they *are*. You are not going to change people – but you can change how you relate to them. People are more willing to participate on a team that *includes* them.

2. **Don't** be afraid of differing ponts of view. It's OK to disagree, just as long as it's done respectfully. In fact, differences can actually enhance a project.

3. **Do** allow those who need to bounce their ideas off others the opportunity to do so, and allow those who need quiet time to process and analyze alone their opportunity as well. Create a pro-active and inclusive environment where people are encouraged to work in the manner that suits their needs.

4. **Don't** expect everyone to fall under one category and be prepared to manage according to team member. Not everyone responds to the same thing.

Questions? Comments?

Thank You For Attending The Webcast!

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We'd Love To Hear From You!

Phone: 1.877.581.3942
Email: Info@ThoughtRock.com