**Practice Guideline on Communication and Collaboration**

**Pause and Reflect**

Consider some of the following questions as they relate to your current communication and collaboration efforts:

* **How often throughout the day do you communicate with your colleagues?**
* In what ways does communication take place?
* Are there some methods that work better than others?

[Insert your answer]

* **Is communication strictly about work, or do you try to get to know your colleagues?**
* Do you know about their past professional experiences?
* Do you know their practice strengths and challenges?

[Insert your answer]

* **In what ways does collaboration take place in your practice setting?**
* Do you try to collaborate with colleagues you don’t directly work with?
* Are there strategies you find more effective for collaboration than others?
* Are there aspects of the collaboration process that you enjoy more than others? Why might this be?

[Insert your answer]

* **Do you feel more comfortable communicating or collaborating with some colleagues as opposed to others? Why might this be?**

[Insert your answer]

* **Do you try to set aside time to discuss accomplishments or challenges from the day?**

[Insert your answer]

* **Do you feel comfortable providing constructive feedback to colleagues? If not, why do you think this might be?**
  + How do you provide this feedback?

[Insert your answer]

* **Do you feel comfortable receiving constructive feedback from colleagues? If not, why do you think this might be?**
  + How do you seek and receive this feedback?

[Insert your answer]

* **Are there any areas of your current communication strategies with colleagues that you would like to strengthen (e.g., interpersonal skills)?**

[Insert your answer]

* **Are there areas of your overall collaboration strategies that you would like to strengthen?**

[Insert your answer]