

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?

- 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?

• 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?

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

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

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

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

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

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