

# The Gifted Way

## Collaboration Assessment Test Forms



The forms that follow have been created by Christopher J. Coulson and published under the Dynamic Living™ section of [The Gifted Way](#).

They are designed to form the basis of a process to explore and test the collaborative skills of individuals and organizations.

They may usefully be read in association with the articles: [“How effective a collaborator are you?”](#) and [“How to maintain your autonomy in a collaborative relationship.”](#) to be found on the same web site.

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## Score yourself and your organization on these Collaboration Skills Assessment tests.

**How well do you collaborate? Are you able to bring out the best from yourself and draw it out from your partner(s)? Of the two tests that follow, the first - The Personal Assessment - is predominantly for yourself, so you can appraise your personal skills at effective collaboration.**

**The second - The Joint Assessment - is in four parts and enables you to score both yourself and your collaborator. It applies equally to groups as to individuals.**

**Reviewing both assessment tests will give you some useful feedback, and it will also add to your fund of knowledge of what is needed to ensure successful collaborations.**

### The Personal Assessment

This is a straightforward self-test, simply designed to highlight your strengths and weaknesses.

Score yourself using the following measure: 1= I have trouble with this, 2= I do this reasonably well, 3= I see this as a strength of mine.

Once you've done it for yourself, you might score your partner from your perspective.

If you're doing this in a domestic setting and want to have some real fun as the nights grow longer, you might then ask him or her to do the same for you and you could discuss the results instead of watching TV one night. Of course, if you don't think you could raise the subject with him or her, it will tell you something about the state of collaboration in your relationship.

1	2	3		I look for common points of agreement
1	2	3		I listen deeply to my partner
1	2	3		I often check to see if I understand my partner
1	2	3		I often compliment my partner
1	2	3		I think before I speak
1	2	3		I am able to live with my partner's different point-of-view
1	2	3		I usually ask my partner to tell me more
1	2	3		I ask questions to encourage my partner into full participation
1	2	3		I don't take differences of opinion personally
1	2	3		I don't attack my partner as a person, but focus on the issue
1	2	3		I am attuned to my partner's time sensitivity
1	2	3		I maintain a sense of humor, even when the going gets tough
1	2	3		I don't need to be right all the time

## The Joint Assessment

Each of the four assessments that follows can be completed by you (or your work-group) for both you (**Me**) and your partner (**Them**).

Every question needs to be considered from a joint perspective because one person, or one side of the collaboration, cannot 'do it' for the whole partnership.

You can select your own scale for scoring. I find 1-5 is adequate to cover most nuances of opinion for me, but if you're more precise you may prefer 1-10.

The four assessments cover aspects of collaboration involved in: Trust Building, Organizing and Operational Skills, Decision-making and Creative-Planning Skills, and Conflict Management.

We begin with an essential part of collaboration that has to precede any negotiation:

### Trust Building

How do we let the other see that we're reliable and consistent? It's not enough simply to say we are. We have to show it through actions such as these. When we perform them unthinkingly, routinely, we make a strong statement as to the goodwill and earnest of our intent.

<b>M</b>	<b>Collaborative Goal</b>	<b>T</b>
<input type="checkbox"/>	We join each other when and where we agree to	<input type="checkbox"/>
<input type="checkbox"/>	We stay together until the natural end of a discussion (or row)	<input type="checkbox"/>
<input type="checkbox"/>	We participate in the establishment of joint goals	<input type="checkbox"/>
<input type="checkbox"/>	We reveal individual personal goals	<input type="checkbox"/>
<input type="checkbox"/>	We encourage the other to participate if they seem diffident	<input type="checkbox"/>
<input type="checkbox"/>	We use the other's name	<input type="checkbox"/>
<input type="checkbox"/>	We look at our partner when we speak	<input type="checkbox"/>
<input type="checkbox"/>	We do not put each other down to create advantage	<input type="checkbox"/>
<input type="checkbox"/>	We use a balanced volume and tone of voice	<input type="checkbox"/>
<input type="checkbox"/>	We follow through on what we have agreed	<input type="checkbox"/>
<input type="checkbox"/>	We have a procedure to set joint goals and to evaluate progress	<input type="checkbox"/>

## Organizing and operating skills

These are the mechanics of collaboration. We may have the best will in the world, but without some basic techniques we're going to be creating misunderstanding and maybe setting quite the wrong impression.

M	Collaborative Goal	T
<input type="checkbox"/>	We share ideas	<input type="checkbox"/>
<input type="checkbox"/>	We share feelings when appropriate	<input type="checkbox"/>
<input type="checkbox"/>	We share materials and other resources	<input type="checkbox"/>
<input type="checkbox"/>	We volunteer for roles which help us accomplish our tasks	<input type="checkbox"/>
<input type="checkbox"/>	We volunteer for roles simply to help create a harmonious working group	<input type="checkbox"/>
<input type="checkbox"/>	We clarify the purpose of every meeting	<input type="checkbox"/>
<input type="checkbox"/>	We set or call attention to time limits	<input type="checkbox"/>
<input type="checkbox"/>	We ask for help and clarification when needed	<input type="checkbox"/>
<input type="checkbox"/>	We praise our partners' contributions	<input type="checkbox"/>
<input type="checkbox"/>	We use body language to show interest and approval	<input type="checkbox"/>
<input type="checkbox"/>	We volunteer to explain or clarify	<input type="checkbox"/>
<input type="checkbox"/>	We paraphrase our partners' contributions to be sure they're understood	<input type="checkbox"/>
<input type="checkbox"/>	We seek our partner's opinions	<input type="checkbox"/>
<input type="checkbox"/>	We energize our partnership with humor, ideas, and enthusiasm when motivation is low	<input type="checkbox"/>
<input type="checkbox"/>	We relieve tension with humor	<input type="checkbox"/>
<input type="checkbox"/>	We check to ensure the other's understanding of the issues	<input type="checkbox"/>
<input type="checkbox"/>	We summarize discussions and gain closure before moving on	<input type="checkbox"/>

## Decision-Making & Creative Problem Solving

This is the fun part of collaboration, when the hard work of creating a safe and trustable working environment pays dividends.

M	Collaborative Goal	T
	We seek and test the accuracy of the information we use	
	We use analogies and searching questions to extend understanding	
	We are ready to ask for additional information or rationale	
	We develop stimulating ways to jog our memories of what's agreed (posters, code-names, etc)	
	We ask our partners for the why and how of their reasoning	
	We explore the dynamic process as well as the content of a discussion	
	We ask for feedback in a non-confrontational way	
	We consciously decide our next steps	
	We openly review our difficulties regarding tasks to be carried out	
	We candidly explore our difficulties based in interpersonal problems	
	We encourage the generation and exploration of multiple solutions to problems through the use of creative problem-solving strategies	

## Conflict Management

No couple or group of people can discuss any matter without coming into conflict. Oftentimes the conflict is minor, sometimes not. It's at these times that collaboration is tested to the full. This is the time when full candor is called for, expressed in a way which, at the very least, doesn't drive the other away.

This assessment reviews ways to respond when conflict occurs:

M	Collaborative Goal	T
<input type="checkbox"/>	We communicate the rationale for ideas or conclusions	<input type="checkbox"/>
<input type="checkbox"/>	We ask the justification for the other's conclusions or ideas	<input type="checkbox"/>
<input type="checkbox"/>	We extend or build on our partner's ideas or conclusions	<input type="checkbox"/>
<input type="checkbox"/>	We generate additional solutions or strategies	<input type="checkbox"/>
<input type="checkbox"/>	We genuinely explore the basis of the other's reasoning	<input type="checkbox"/>
<input type="checkbox"/>	We test the "reality" of possible solutions by planning and assessing the feasibility of their implementation	<input type="checkbox"/>
<input type="checkbox"/>	We persist until we see ideas from the other person's perspective	<input type="checkbox"/>
<input type="checkbox"/>	We criticize ideas without criticizing people	<input type="checkbox"/>
<input type="checkbox"/>	We acknowledge differences of opinion without judging	<input type="checkbox"/>
<input type="checkbox"/>	We check on our own follow-through	<input type="checkbox"/>
<input type="checkbox"/>	We assess our individual and joint functioning honestly	<input type="checkbox"/>
<input type="checkbox"/>	We sometimes explore by diverting round the issue and talking 'as if' it were solved, later returning to it with the future clarified	<input type="checkbox"/>

That's it for now. I hope these thoughts will help you as much as they did me as I considered and researched them. cjc