

# COLLABORATION

## THE PATH TO ACHIEVING YOUR GOAL

### Who should attend?

Choose authorized, subject-matter experts.

Find trustworthy, goal-oriented, and positive representatives.

Find invested hard workers.



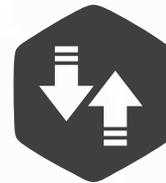
### SELECT STAKEHOLDERS

### What's the right way to collaborate?

Choose face-to-face interaction to hear viewpoints and build trust.

Conversation is better than a telephone call.

A telephone call is better than an e-mail.



LESS  
IS  
MORE

### How much is too much?

It's about quality, not quantity.

The number of stakeholders should reflect a diverse set of interests.



### FACE-TO-FACE IS BEST

### FOCUS ON THE GOAL



### What are we deciding?

Develop strong, specific objectives, a clear strategy, and achievable goals.

Focus on the objectives at hand, but be flexible.

Be respectful of opinions, time, and resources.

### FACILITATE



### Why are we meeting?

Determine logistics of the meeting.

Stay on task.

Steer the meeting to meet immediate goals.

Use a third-party facilitator.

