

Collaboration Skills

Teamwork

- Participates enthusiastically in all phases of the project
- Supports, helps, and encourages other group members
- Completes tasks efficiently with high quality
- Meets deadlines
- Negotiates and compromises to make decisions
- Volunteers to complete tasks when necessary
- Finds and shares resources
- Responds flexibly to changes
- Demonstrates empathy for group members
- Gives credit when due
- Supports group decisions

Communication

- Contributes to discussions
- Expresses ideas clearly
- Listens carefully to team members
- Asks questions
- Encourages other group members to participate
- Disagrees with respect
- Supports ideas with good reasons
- Acknowledges feelings and concerns of others

Project Management

- Sets goals
- Creates timelines
- Manages time effectively
- Makes changes and adjustments when necessary