

# Collaborative Communication

## Strengthen Your Self Advocacy Skills

Enhance teamwork by finding ways to self advocate, compromise and by practicing active listening in your conversations.

### Find Ways to Compromise

Be open to solutions that benefit everyone



### Practice Active Listening

Focus fully, ask questions and respond thoughtfully



Learn to Communicate as a Team!

**L**

Listen

**U**

Use respect

**C**

Compromise

**K**

Know your reasons

# Compromise & Collaborative Communication



## Four Things to Remember When Working with Others



### *Speak Respectfully*

Use calm, polite words and an appropriate tone.



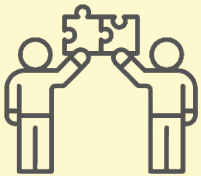
### *Listen Fully*

Pay attention, stay focused, and show you are engaged.



### *Let Others Finish Talking*

Do not interrupt—wait your turn to respond.



### *Work Toward Compromise*

Be flexible and open to solutions that work for everyone.



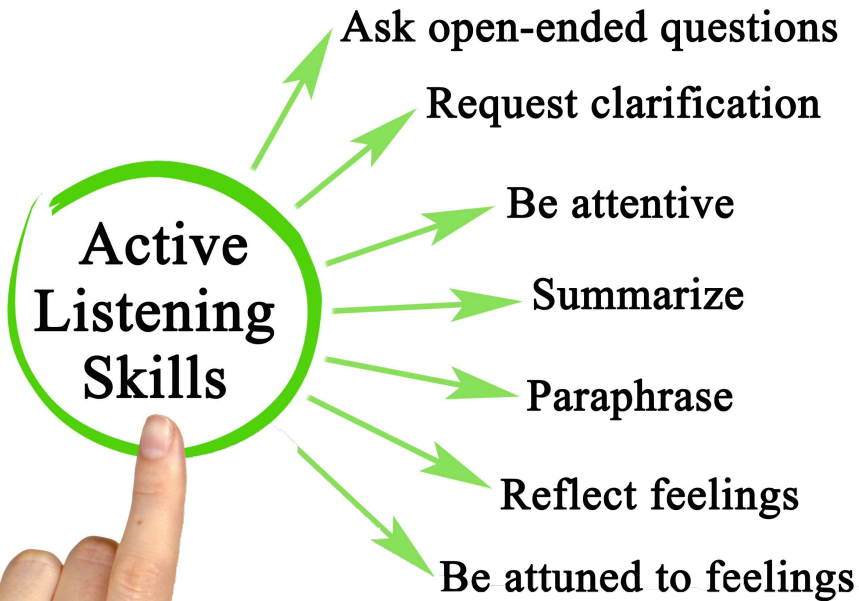
#### **Think About It:**

What is one way you can improve how you communicate with others today (at school, work, or with friends)?

# Active Listening &

## Collaborative Communication

### Active Listening Skills



- ✔ Use kind, calm words and a friendly tone
- ✔ Make eye contact (if comfortable) and listen without interrupting
- ✔ Think before you speak—ask, “Is this helpful and kind?”
- ✔ Respect personal space and others’ opinions
- ✔ Use polite phrases like “please,” “thank you,” and “excuse me”

### Reflection

Which one is harder for you?

Speaking Respectfully

Listening Fully

Why?



# Self-Advocacy & Collaborative Communication Worksheet

Answer the questions to reflect on what self-advocacy and collaborative communication mean to you and how you can use these skills in a group.



## What is self-advocacy?

How would you define Self-advocacy?

## Words or Phrases associated with Self Advocacy

List some words or phrases you can use while advocating for yourself.



## Practical Examples of using Self-Advocacy

Give an example of when you can use Self-advocacy in a group?



## Benefits of Collaborative Communication

How can collaborative communication improve your success?



**In your own words**

**Why is it important to ask for help when you need it?**