

TIPS FOR PUTTING COLLABORATIVE LEADERSHIP INTO ACTION

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1. *Believe in the value of others.*
 - Value, acknowledge, and use the strengths and resources of others.
 - Convey in words and actions you believe the other has something worthy to contribute.
 - Help others recognize, develop, use, and expand what they do best
2. *Be curious and do not “know” the answer or solution ahead of time.*
 - Do not begin a discussion with fixed pre-formed conclusions or with the end-result in mind.
 - Do not begin a discussion with an authoritative statement.
 - Do not discount any contribution.
3. *Listen Positively.*
 - Be attentive and respectful
 - Allow the other person the space and time to express their views without premature interruption.
 - Offer appreciative rather than judging comments or questions.
 - Attempt to fully hear: *listening and hearing are not the same thing.*
 - Listening positively encourages reciprocity; it encourages the other to listen to us positively.
4. *Try to understand the other.*
 - Give the other person the full space to express themselves.
 - Genuinely try to understand the other and avoid mis-assumptions.
 - Ask questions and paraphrase to check out if you have heard what the other wanted you to hear.
5. *Be tentative.*
 - Model that there are always possible “gray areas.”
 - "Here might be one way of looking at the issue.”
 - “Are there other ways to understand this?”
 - “Help me think through this.”
 - “Can we send out a trial balloon?”
6. *Use Collective Language*
 - The collective language of “we” is subtle but inclusive; “team” language makes a difference.
 - “We” language encourages the bond between us, and it encourages hope and purpose.
 - Sharing stories about what we have accomplished, about how we have faced a challenge together, has great value.
7. *Develop “Ba”.*
 - “Ba” is a Japanese concept used to express a person’s sense of sharing a metaphorical “platform” or common space with another where one hears, understands, shares, and belongs. It is an attitude about the other and one’s relationship with them.