

Navigating the 7 Pitfalls of Effective Collaboration



UseIT at **SFS**

The 7 Pitfalls of communication and collaboration (and how to avoid them)

- 1 You don't share your availability
- 2 You just say hello
- 3 You hide the needle in the haystack
- 4 You create unnecessary notifications for others
- 5 You give surprises
- 6 You skip the details
- 7 You haven't defined the process



1

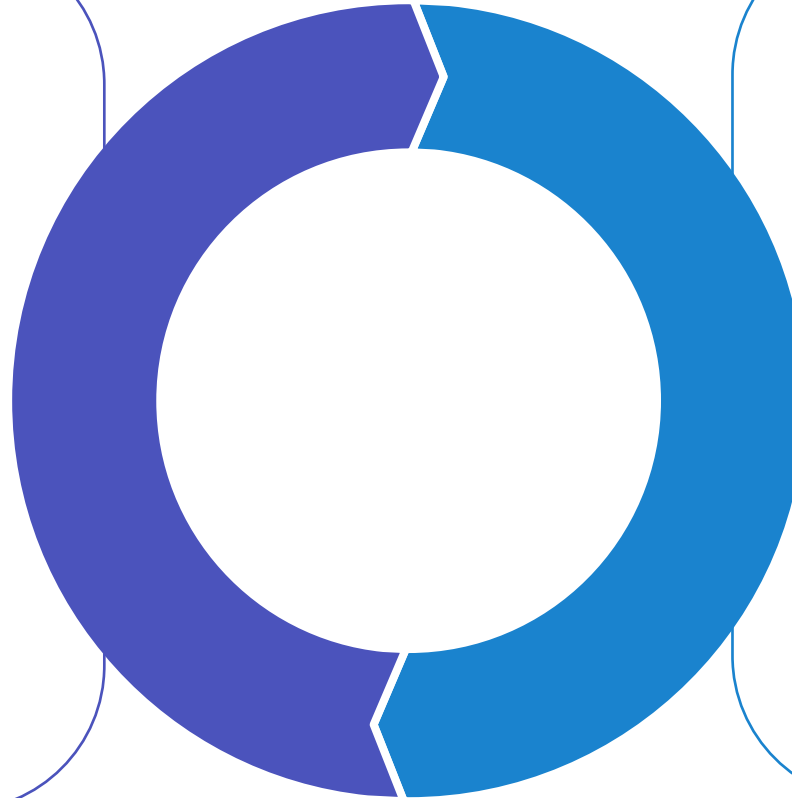
**You don't share
your availability**

Communicate and view availability

Teams



- Status indicator
- Status message
- Next availability
- Working hours, time zone
- Location: Remote or office (if provided)



Outlook



- Status indicator
- Next availability
- Calendar
- Tools
 - Scheduling assistant
 - Scheduling Polls

2

You just say hello

Make your call to action

Don't



Keith 2:15 PM
hi



Tim 2:19 PM
...?



Keith 2:20 PM
what time was taht thing again?



Tim 2:20 PM
oh - 3:30 mate

Do



Dawn 2:15 PM
Hiya! What time was that thing?



Tim 2:15 PM
hey, 3:30



Dawn 2:15 PM
Ta - seeya then!

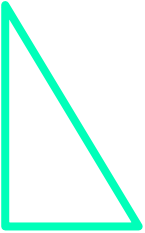


Tim 2:16 PM
👉 np

3

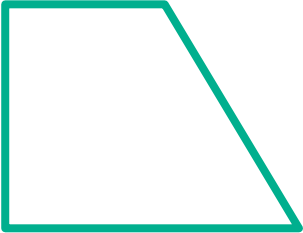
**You hide the needle
in the haystack**

The anatomy of a clear message



Explanatory subject line

- Sets the expectations
- Also in posts for channels or communities
- Use punctuation to shorten it



Short openers

- Depend on your relationship with the colleague
- Not always needed
- Keep it short



Concise body

- Keep it relevant and state your request. Utilize paragraphs & formatting.
- Remember to consider the proper tone and keep it positive
- For repeating messages, use templates or automated replies.



Friendly closing

- Keep it in line with the tone.
- Avoid unnecessary cliches
- Signatures relevant only in emails

4

**You create
unnecessary
notifications for
others**

5 You give surprises

Be predictable when calling and meeting colleagues

Spontaneous calls



- Use for simple or urgent topics
- Check availability
- Avoid cold-calling colleagues without prior notice

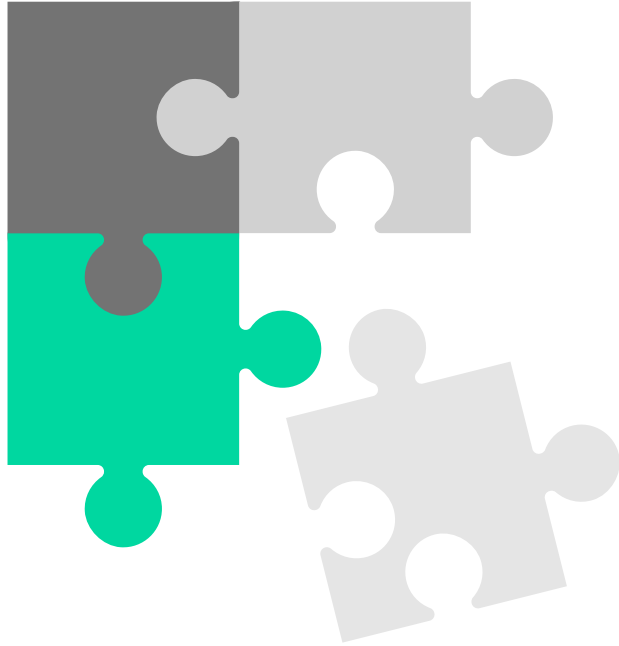
Scheduled meetings



- Set the expectations with a **clear agenda and required preparations.**
- Join meetings on time
- Mute yourself when not speaking.

6 You skip the details

Best practices for shared task management

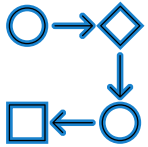


- **Define what “completed” looks like**
- Always select a **due date and prioritize** accordingly
- **Assign each task** to a person. If there are multiple people involved, name a lead.
- Categorize the tasks with **buckets and labels**
- Use **notes and attachments for links**
- Use a **checklist** to clarify sub-tasks
- Create **task templates** for regular and repeating tasks
- Use **comments for questions and additional notes**
- Track progress with **chart view** and regular status checks.

7

**You haven't defined
the process**

Checklist for successful co-authoring



You have defined **what's the process** and it's written out for consultation



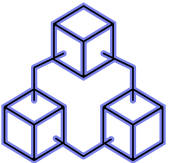
You use **web applications**, if editing simultaneously



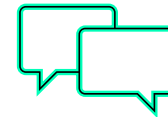
All team members **know the process and their role in it**



You store work in the **M365 cloud solutions** (up to C2): Version history, recycle bin



There is an **agreed set of tools and methods**



You utilize **automatic notifications** and track progress with **regular status checks**.

Navigating the 7 Pitfalls of Effective Collaboration

In our global community at Siemens, collaboration is essential for success. However, it's not always smooth sailing. Join our interactive learning session to explore the common pitfalls that hinder effective communication and collaboration, and how to avoid them.

In this session, you will learn about:

- Sharing and viewing colleague's availability
- Crafting clear and concise messages
- Best practices for collaboration and shared task management