COLLABORATION
Activity 1: Working together

Activities to promote adults' personal, social and learn to learn skills

Description of initiatives comprised in this handbook.

Title/name	Working together
LifeComp Skill approached	☐ Self-regulation ☐ Flexibility ☐ Well-being ☐ Empathy ☐ Communication ☒ Collaboration ☐ Growth mindset ☐ Critical thinking ☐ Managing learning
Duration[1]	2-3 hours for the project definition. This activity can be also done continuously, by performing regular meetings, weekly or when it is needed to track the progress of the project.
Type of activity	Group collaboration
Short description	This activity is suggested to be performed in a group and requires listening, flexibility, and compromise. True collaboration means being open to suggestions, critiques, and ideas from all team members.
Objectives	• Achieve a shared project goal • Allow each person to get a sense of the project/activity/community • Build relationships • Promote mutual learning relationships between different people
Setting[2]	• 1 facilitator • 1 room with chairs displayed in a circle • Invitation to people, date, and location
Facilitators' Tips[3]	This activity can be performed either in a single instance, to design a project, or can be performed continuously, within regular sessions, while the project is being implemented. If you adopt the latter format, you can include steps 4 and 5.

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[1] It can be organised several times.

[2] Materials and resources needed to implement it, including financial, human resources and spaces. In case is needed a worksheet, please use the following document to prepare it.

[3] What a person needs to know to implement the activity.

	The designed projects are expected to be simple and easy to put into practice and to see the results as soon as possible; it has to be adapted to the participants' context and needs. Design a strategy for ongoing communication among all participants in the collaboration project, based on ● active listening ● develop a culture of respect and empathy ● encourage constructive feedback ● foster trust among team members

Step by step	1. The facilitator presents the definition of collaboration and its importance (see Material for Facilitator worksheet for more information)
	2. The facilitator invites the group to design a collaboration project that will be divided in different steps:
	   ● Identification of a theme and a project: the facilitator asks the participants to brainstorm their ideas in order to define a project.
	   ● Definition of roles and expectations: the group defines each participant's role and responsibilities in the project
	   ● Development of a Work Plan/ detailed plan in the working groups: participants are invited to create a comprehensive work plan that outlines all tasks to be completed, deadlines, timeline, resources, and potential partners, budget.
	   ● Establishment of a system to track & monitor progress: participants are invited to define a system to monitor progress, address issues, provide feedback and meet deadlines.
	3. The facilitator asks the group if they are happy with the designed project and asks the following questions:
	   ● Do you think that the attribution of responsibilities is equal and fair? What would you change?
	   ● Do you think that everyone's point of view was listened to and reflected in the plan?
	   ● How will collaboration be important to successfully implement this project?
	   ● What do you think could happen if a serious conflict arises?
	
	The following steps are only applicable if the activity is performed in several sessions, including the implementation of the project:
	4. The facilitator invites the participants to implement the project and monitor the progress of the project regularly and adjust as needed, based on the plan developed.
	5. The facilitator asks all the involved participants to evaluate the success of the collaboration.

Debriefing	● How do you feel about creating a common plan? ● What were the difficulties you felt the most?
References	In each Austrian federal province, there is an institution in the Ring Österreichischer Bildungswerke as an umbrella organization that is well-networked and can serve as a first point of contact. https://ring.bildungswerke.at/mitglieder/

● **Definition:**

"Engagement in group activity and teamwork acknowledging and respecting each other" (LifeComp Framework).

● **According to this concept:**

1. Citizens need to develop their capacity to participate in collective activities and to encourage others to collaborate, pooling their knowledge, competencies, and resources, so that a common goal may be achieved.
2. There is the need to construct respectful interaction with people who are perceived to have different cultural affiliations, beliefs, opinions, or practices from oneself, enabling one to build positive, constructive relationships and effective collaboration.
3. It also highlights the relevance of willingness to contribute actively to the common good, the interests, goals and facilities, whether material, cultural or institutional, that a group shares.
4. Understanding the importance of trust, respect for human dignity and equality, coping with conflicts and negotiating disagreements to build and sustain fair and respectful relationships
5. Fair sharing of tasks, resources and responsibility within a group taking into account its specific aim; eliciting the expression of different views and adopting a systemic approach.
6. Digital technologies offer innovative ways of collaborating, such as online collaborative environments.

● **Why is it important?**

● Collaboration helps people learn from each other
● It helps us to solve problems
● Collaboration brings people (and organisations) closer together
● It opens up new channels for communication and can help build caring relationships
● Can fight negative psychological states such as depression, anxiety or repressed anger, fear of failure, hopelessness, and meaninglessness

● **When can it be used in daily life?**
  Examples:
● To develop an innovative project together
● Strengthening the awareness of taking personal responsibility and joint responsibility for the future development of the community.

Intergenerational exchange contains social engagements and interactions, bringing together younger and older generations for a common purpose:

➢ building active and safer communities;

➢ reducing inequality;

➢ reducing social isolation and loneliness;

➢ potential to develop creativity;

➢ building relationships in communities;

➢ improving mental health and well-being;

- ➢ contributing to improving climate challenges;
- ➢ increasing digital connectivity.