

# Collaboration Coaching Chart & Reflection Guide

Need Focus: **X**

Showed Growth: **+**

Non-Attention: **--**

Name: \_\_\_\_\_

<u>Collaboration Descriptors</u>	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team	Self Peer Team
<b>1. Active listener</b> <b>a-</b> eye contact, <b>b-</b> body facing forward <b>c-</b> not multitasking <b>d-</b> using responsive non-verbal cues											
<b>2. Contributor</b> <b>a-</b> share ideas <b>b-</b> ask clarifying & probing questions <b>c-</b> complete tasks											
<b>3. Ask for help &amp; give help</b> <b>a-</b> seek help for understanding <b>b-</b> ask for support on tasks <b>c-</b> anticipate & assist with needs of others <b>d-</b> receptive to requests & suggestions											
<b>4. Dependable</b> <b>a-</b> complete assigned tasks <b>b-</b> monitor team/ work progress <b>c-</b> receptive to suggestions											
<b>5. Attend to self and others</b> <b>a-</b> stay on task <b>b-</b> express & mediate team issues <b>c-</b> help others return to tasks											

