2 Give and take

Vocabulary Giving back

1 Put the letters in brackets in the correct order to complete the information.

How to develop collaboration in your team

Create a(n) [1]_____ environment that helps staff to develop. (n g r t n u u r i)

Organise group activities so that no one feels [2]_____ or alone in the team. (e i o l a d s t)

Encourage [3]_____ so that new employees can learn from those with more experience. (i m g n t e o r n)

Build trust by being honest, open and [4]_____ in your communication style. (n d d c a i)

Arrange regular meetings where team members can give [5]_____ to their [6]_____ . (k e b f e c d a) (s e p e r)

Discuss the [7]_____ of collaboration. Explain how it will help projects. (e b e s t n f i)

Lead the way with a management style that is [8]_____ and shows you care about your team. (p o o i a t s s c m a n e)

2 Complete the sentences with the words in the box.

beneficial	call	cooperative	heart	inclusion	interests	shots	two-way

1 The success of the project was due to the _____ atmosphere between departments.

2 Effective communication means that listening needs to be a(n) _____ street.

3 Mentoring can be mutually _____ for both management and staff.

4 The board of directors had the companies best _____ at _____ when making these changes.

5 This role requires a manager who prefers to work collaboratively rather than _____ the _____ .

6 What steps has your organisation taken to improve _____ in the decision-making process?

LIVEWORKSHEETS