

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?