

## ***Build Teamwork and Collaboration Skills via LOC Learn***

*Build Core Competencies via LOC Learn* is a series of development tools that map virtual learning resources to the Library’s core competencies. This week’s competency is “Teamwork/Collaboration.” We encourage you to take this opportunity to refresh your skills and abilities and share them with a friend or coworker. Select a learning resource below:

<b>Online Learning Resource</b>	<b>Resource Type, Duration</b>	<b>Speaker</b>	<b>What you will learn:</b>
<a href="#">Results through Collaboration</a>	Video, 4 minutes	Lynda Gratton	Successful organizations collaborate virtually with different people. 1) Collaboration requires reciprocity—a habit of giving. 2) Know whom to link with; successful teams network with stakeholders, not each other. 3) Collaboration assumes a complex task.
<a href="#">Contributing as a Virtual Team Member</a>	Course, 18 minutes	N/A	Making a real, positive difference on a team is not necessarily about showing team leadership. Even if your role doesn’t involve managing teams, you can still make an important contribution by being a strong team member. This course covers strategies and techniques to help you become a more effective and valued team member. You'll explore ways to adopt a positive mindset toward teamwork, so that you can make a significant contribution. Because your success when working on a team depends on pulling together with other people, you'll also learn constructive ways to acknowledge differences and show respect for teams, and specific strategies for team collaboration.
<a href="#">Humility is Key to Collaboration</a>	Video, 2 minutes	Kelly Thompson	Kelly Thompson explains why, if you want to be a good collaborator, you need to be humble.
<a href="#">Using Feedback to Improve Team Performance</a>	Course, 1 hour	N/A	A crucial component of optimal team performance is the ability of all team members to openly express their ideas, goals, and needs, as well as share thoughts about each other's performance – both positive and negative. The same principle applies when it comes to receiving feedback. It's far better to hear the truth directly than to assume your performance is the best it can be.
<a href="#">Making Collaboration Work</a>	Video, 2 minutes	Eddie Obeng	The key to effective collaboration is getting individuals to think together about the what, not the how. use conversations and folders; use conditional formatting; and handle junk email.