

## 5 Step Process to Increase Workplace Collaboration Immediately

There are a number of challenges that can make workplace collaboration difficult, and they are each magnified when teams can't get together in the same room.

This worksheet is designed to help you and decipher where silos exist in your company. Silos occur when departments or teams do not effectively share information and knowledge with others in the organization. This 5 step process identifies silos, examines them internally and externally, aligns them with other silos, and provides feedback on the quality of collaboration which can be acted upon immediately.

### 1 Identify the silos in your organization.

Silos occur when there is a lack of information sharing between teams or departments. They can occur for a number of reasons, but they always result in blocking collaborative efforts.

List the departments in your organization where siloing occurs:

_____	_____	_____
_____	_____	_____
_____	_____	_____

### 2 Define the unique characteristics of each silo, and any opportunities for collaboration.

The more you understand each silo's role in the organization, who they are, how they work, who they rely on, and who relies on them, the more likely you'll be able to break down their walls to foster collaboration.

Here's an example:

**Silo:** IT Department

**Functions:** Manages Data, Information Security, and IT Support

**Leaders:** Joe Smith

**Other Silos They Rely On to Complete Work:** All Departments

**Other Silos That Rely On Them to Complete Work:** All Departments

Fill in Your Own:

**Silo:** \_\_\_\_\_

**Functions:** \_\_\_\_\_

**Leaders:** \_\_\_\_\_

**Other Silos They Rely On to Complete Work:** \_\_\_\_\_

**Other Silos That Rely On Them to Complete Work:** \_\_\_\_\_

### 3 Identify what's working within those silos.

Ask silos to provide feedback on how they view other teams or departments.

Your Department: \_\_\_\_\_

Department You Work With: \_\_\_\_\_

What functions does your department perform for this team: \_\_\_\_\_

What functions does this team perform for your department: \_\_\_\_\_

What works well within this partnership? \_\_\_\_\_

### 4 Look for areas of opportunity to create momentum.

Whether you do this internally, or ask departments to provide their own feedback, make a list in the order of which departments this silo "works the best with" to "works the worst with."

Silo/Department: \_\_\_\_\_

Works Best



Works Worst

_____
_____
_____
_____
_____
_____

### 5 Create collaboration between opposing departments and build on wins from existing strong partnerships.

Encourage departments to perform the following tactics in order to foster transparency and communication from team to team.

- ☐ Schedule a brainstorm session with the department(s) you work best with.
- ☐ Schedule a brainstorm session with the department(s) you don't work well with.
- ☐ Assemble a joint task force between opposing department heads.
- ☐ Document the ways in which collaboration goes well with each department, and get a clear view of the exact collaborative needs of each team.
- ☐ Prioritize which teams need to work well together, and which naturally have a more distant relationship. What can distant teams learn from close teams?
- ☐ Highlight one department at a time and send an update to the organization on what their projects are, who's doing what, and where they could benefit from working with other teams.
- ☐ Have departments that work well together host a workshop to help build remote team relationships in real-time.