Collaborative Language Cheat Sheet

When you're collaborating you'll want to use the language of collaboration to keep you on track and avoid misunderstandings. The following questions/phrases are examples of collaborative style language that helps promote good communication.

- I'd like to focus on.. /What I value most is…
- My concern is…
- Correct me if I'm wrong…
- What is important to you about…?
- What's your point of view on ….? /How do you feel about …?
- Could you tell me more about…?
- Let me see if I understand you…
- How would it work if…? /What if we…?
- Does it seem fair/make sense…/Would this be acceptable…?
- I'll consider that and get back to you.

How to Speak Collaboratively Chart

Skills	Definition	Examples
Qualifying	Statements that explain the nature of the conflict.	The only part of this arrangement that poses a problem for me is the Friday schedule.
Accepting Responsibility	Statements where responsibility is taken by you or both of you. Use "I" or "we" never "you".	I was too quick in thinking it wasn't worth the effort.

Describing	Observational statements that have no judgement passed.	I noticed the shed needed repairing after that storm.
Disclosing	Observational statements about things the other person couldn't have witnessed, such as feelings, intentions and motivations.	I was upset about what happened and I felt unheard.
Getting Feedback	Getting information about the other person's perspective.	What impact did... have on you?
Empathy	Statements that convey your understanding or acceptance of the other party.	I understand you felt anxious when the plans got changed.
Commonalities	Statements about shared needs or goals.	We both agree that Jonny's best interest is our priority.
Initiating Problem Solving	Statements that start the search for a solution.	I believe we can work towards a solution that will get us to win-win.

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