

## Collaboration Management

**Learning Outcomes:** On completion of this session, learners will be able to:

- Relate Collaboration and Innovation.
- Distinguish the different types of Collaboration
- Differentiate closed innovation principles and open innovation principles
- Reflect on the principles for Management of Collaboration
- Relate Internal Collaboration and Collaborative Culture
- Discuss the ways to reinforce Collaborative Culture
- Reflect on the need to Collaborate Externally
- Select the most appropriate partner to collaborate
- Contrast what large and small organisations should do when they wish to collaborate
- Select the most appropriate tools to collaborate

Description of Activity/ Advice for Trainers	Duration (in minutes)	Materials/Equipment Required	Evaluation/Assessment
<p><u>Workshop Opening:</u></p> <ul style="list-style-type: none"> <li>• The trainer introduces the topic of 'Collaboration Management' by presenting the CEN/TS 16555-5, one of the seven parts that support CEN/TS 1655 series about Innovation Management.</li> <li>• The trainer brainstorms with the class about the importance of Innovate nowadays.</li> </ul>	<u>30</u>	<ul style="list-style-type: none"> <li>• Flipchart/whiteboard and markers</li> <li>• Projector and screen</li> <li>• Laptop</li> <li>• PowerPoint slides</li> <li>• CEN/TS 16555-5</li> </ul>	The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read chapter 2, of the Collaboration Management Manual.



<ul style="list-style-type: none"> <li>• The trainer takes a note of the ideas on a flipchart to refer to in the feedback session during the workshop closing.</li> <li>• The trainer then provides some common definitions using a PowerPoint slide, namely about types of Collaboration and Open Innovation</li> </ul>			
<p><u>Activity 1: Presentation and Small Group Activity</u></p> <ul style="list-style-type: none"> <li>• The trainer introduces some of the common issues related to Collaboration Management in the workplace using a presentation.</li> <li>• The trainer then leads a short group discussion, asking: ‘how can a collaboration management strategy can improve your business or organisation?’; “what’s the importance of collaborate with others?”, “should I collaborate with others? It’s desirable?”; “pros and cos of Collaboration”</li> <li>• The trainer takes note of the key points on a flipchart.</li> <li>• The trainer then divides the participants into pairs/small groups of 3 to answer the following questions:             <ol style="list-style-type: none"> <li>1. Do you prefer to work by yourself or collaborate with others? Why? When?</li> <li>2. Does your company have a collaboration culture? Why do you say that?</li> </ol> </li> </ul>	50	<ul style="list-style-type: none"> <li>• Flipchart/whiteboard and markers</li> <li>• Projector and screen</li> <li>• Laptop</li> <li>• PowerPoint slides</li> <li>• CEN/TS 16555-5</li> </ul>	<p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read the CEN/TS 16555-5 and the chapter 2, of the Collaboration Management Manual, to enhance their understanding of collaboration inside the company or organisation.</p>



<p>3. Do you feel that your company can be more sustainable? Why?</p> <ul style="list-style-type: none"> <li>• After 20 minutes, the trainer brings the whole group back together and hosts a feedback session from all groups.</li> <li>• The trainer takes note of the key points from the discussion on a flipchart.</li> </ul>			
<p><u>Activity 2: Group Discussion and Plenary Session</u></p> <ul style="list-style-type: none"> <li>• The trainer uses a PowerPoint slide to present the steps involved in developing a collaboration management strategy inside a company or organisation.</li> <li>• The trainer brings different case studies to class, for example, the ones briefly mentioned on the Introduction of the Unit2, of the Collaboration Management Manual:             <ol style="list-style-type: none"> <li>1. The glass blower - Aterbrukshyttan</li> <li>2. Book in Loop</li> <li>3. E-Tijolo (Eco Bricks)</li> <li>4. Others</li> </ol> </li> <li>• Working in small groups, learners read about one of the case studies distributed by the trainer and do a quick research / brainstorm about the importance of Collaboration to the success of these businesses / projects. Here are some questions to reflect:</li> </ul>	<p><u>60</u></p>	<ul style="list-style-type: none"> <li>• Flipchart/whiteboard and markers</li> </ul>	<p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read the CEN/TS 16555-5 and the chapter 2, of the Collaboration Management Manual, to enhance their understanding of collaboration inside the company or organisation. Specific references about Collaboration and Circular Economy can be also brought by the trainer has further reading.</p>



<ol style="list-style-type: none"> <li>1. What steps did they took? What were the barriers?</li> <li>2. Did the projects could succeed with collaboration?</li> <li>3. Who were the partners? Big enterprises, small, universities?</li> </ol> <ul style="list-style-type: none"> <li>• Each group presents to the “big group” their conclusions.</li> <li>• The trainer takes note of all key points on the flipchart.</li> <li>• The trainer then relates the collaboration management to Circular Business Models, by asking participants why it is important in this context? How is this related to Innovation and sustainability?</li> <li>• Again, the trainer takes note of the key points on a flipchart.</li> </ul>			
<p><u>Activity 3: Presentation and Individual Activity:</u></p> <ul style="list-style-type: none"> <li>• The trainer leads a short group discussion in developing a collaboration management strategy inside a company or organisation. <ol style="list-style-type: none"> <li>1. What about your businesses and organisations?</li> </ol> </li> <li>• Following this discussion, the trainer invites all participants to work on their own – or with a partner if they are from the same organisation or business.</li> </ul>	60	<ul style="list-style-type: none"> <li>• Flipchart/whiteboard and markers</li> <li>• Projector and screen</li> <li>• Laptop</li> <li>• PowerPoint slides</li> </ul>	<p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read the CEN/TS 16555-5 and the chapter 2, of the Collaboration Management Manual, to enhance</p>



<ul style="list-style-type: none"> <li>• Through this individual activity, participants should reflect on the issues they identified in their own business or organisation in the previous step and to set some collaborative management goals for their business or organisation – how can I help to develop a culture of collaboration inside my company?</li> <li>• Once they have set one or two goals, participants can choose the most appropriate collaborative tools for their business or organisation and why?</li> <li>• After 20 minutes, the trainer brings the whole group back together to discuss which goals were set and which practices were chosen and why they were chosen.</li> </ul> <p><u>Alternative to this exercise:</u></p> <ul style="list-style-type: none"> <li>• The trainer leads a short group discussion in developing a collaboration management strategy to a fictional CBM.             <ol style="list-style-type: none"> <li>1. What about your businesses or Circular Initiative?</li> </ol> </li> <li>• The trainer invites all participants to work in pairs and create an idea to a CMB / Circular Initiative.</li> <li>• Through this activity, participants should reflect on the issues they identified in their own business or initiative in the previous step and to set some collaborative management goals. Do I need to collaborate with others? Why? Who? What are the</li> </ul>			<p>their understanding of collaboration inside the company or organisation.</p>
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<p>steps to develop a collaboration? How can I help to develop a culture of collaboration inside my business / initiative? What are the most suitable collaborative tools for their business or initiatives and why?</p> <ul style="list-style-type: none"> <li>• After 30 minutes, the trainer brings the whole group back together. Each group will a pitch of their CB / Circular Initiative to the panel of “sharks”, asking their collaboration.</li> <li>• As a variation of this exercise, trainer can distribute roles to each shark, a university, a startup, a big company, a civil society representative...; and each group should select the most suitable(s) to involve in their idea.</li> </ul>			
<p><u>Workshop Close &amp; Evaluation</u></p> <ul style="list-style-type: none"> <li>• To close the workshop, asks to the short group to summarise the main ideas that were discussed during the session, namely, how they understand the topic of collaboration management now, the importance of innovate and if their understanding has been changed based on this workshop.</li> <li>• The trainer shows its own highlights through a PPT, to reinforce the main ideas;</li> <li>• The trainer leads a short verbal feedback session, thanks all participants for their contribution to the workshop and closes the session.</li> </ul>	<p><u>10</u></p>	<p>Flipchart/whiteboard and markers.</p>	<p>The trainer evaluates the success of the workshop based on the feedback provided from all participants during this session. The trainer invites all participants to access additional training materials on the Circulink online platform, namely, more interactive exercises and to check Circular Collaboration Initiatives at Collaborative Platform.</p>





<ul style="list-style-type: none"><li>A Mentimeter activity can be launched to evaluate anonymously the working session.</li></ul>			
	Total time	3:30 hours	

