

Quiz 3 - Communication/collaboration

“How good are you at communicating and collaborating?”

Circle the answer that applies to you and check your score at the end!

A. WITHIN THE EUROPEAN PARTNERSHIP

INTERNET ACCESS

- We all have an internet connection and we consider it to be the best means for regular communication.
- Some of us don't have an easy internet connection.
- We all have internet connection but we don't have enough time to consult it frequently.

ORGANISATION OF DISTANCE COMMUNICATION

- We exchange news frequently via e-mails and we have established a common agenda.
- We try to communicate between us whenever possible.
- We try to limit distance communication because we prefer to discuss during meetings.

DIVERSIFIED MEANS FOR COMMUNICATION

- Several means of communication have simplified our work during meetings: Power-Point presentations, video-conferences, agendas, video projector etc.
- We don't use any specific technical means of communication during our meetings. It's useless.
- When it's possible, we use a video projector.

COMMUNICATION SUPPORT WITHIN THE PARTNERSHIP

- We don't have enough expertise in this specific field.
- We have tried to create a forum but we haven't had enough time to use it.
- We have implemented a chat forum and also a common blog for exchanging documents.

LANGUAGES

- We are able to communicate in different languages without translation (we practice multilingual comprehension as often as possible).
- We try to use a common working language.
- We spent a long time translating most documents because each of us prefers to work in our own language.

FOLLOW-UP OF INVOLVEMENT OF TARGET GROUPS

- We try to encourage everybody to participate actively but we don't have enough time to check if this is the case.
- We use evaluation sheets for learners and maintain constant communication with partners. During meetings we make sure that everyone around the table can give their own comments.
- Our partners/learners are supposed to get really involved in the activities but we are not assigned to encourage or check this.

RECORDING OF PRESENTATIONS

- We haven't recorded any presentations.
- We have tried to record as much as possible.
- We have recorded the contents of every single meeting, including informal communication.

B. OUTSIDE YOUR TEAM (ACTORS INVOLVED IN THE PARTNERSHIP)

PROJECT TITLE

- We chose an attractive and simple name easy for local partners to remember.
- We didn't pay too much attention to the matter.
- We only use a specific title between us.

STRATEGIES FOR DISSEMINATION OF STRUCTURE

- We only made a quick presentation of the partnership because we preferred to focus on the project rather than on the partners.
- We created a small grid presenting our partners.
- We tried to improve the visibility of the partnership by putting photos, PowerPoint presentations, animations, brochures etc on-line on our web site.

COMMUNICATION STRATEGY

- We have developed a common strategy: common press release, abstracts, reports, posters etc.
- Each partner has developed his own communication strategy.
- We have not developed any communication strategy.

SELECTION OF ELEMENTS

- The different partners have sent all their documents to the coordinator who will be responsible for selecting and commenting the elements to exploit.
- We have conceived a common strategy for selecting and commenting the elements to exploit.
- Each partner has selected his own elements to exploit.

Now find out what sort of communication/collaboration you have!

- Mostly** Your project ambition is too limited. Try to keep in touch and communicate more frequently with your partners between the meetings. Try to fix some rules for communication (frequency, contents and means).
- Mostly** You did make some efforts between partners to stay in contact and work together. But there is no real common communication strategy within the partnership yet. Work on it! You're on the right track!
- Mostly** Wonderful! You have perfectly understood how to maintain permanent communication between partners.