

FROM REPORT TO ACTION

Workbook Collaboration

Four tools to clarify ground rules, address conflicts and repair interfaces — without consultants, in four weeks.

4 tools

9 pages

30-day action plan

0 jargon

BEFORE YOU START

Why collaboration — and how to work with this workbook

If "Collaboration" is amber or red in your report, you are losing money in three places: duplicated work at unclear interfaces, dragging conflicts that drain energy, and good people leaving because of the climate — not the salary.

The good news: collaboration is the topic that responds fastest to concrete action. You don't need team-building retreats. You need clear ground rules, a way to address friction early, and clean handovers.

HOW TO WORK WITH THIS WORKBOOK

- **Who:** the manager of the team concerned — together with the team. All exercises are built for normal team meetings (15–45 minutes).
- **Order:** first the baseline check (page 3), then tools 1–4 in that order. The 30-day plan (page 8) spreads everything over four weeks.
- **Rule no. 1:** better to truly implement one tool than to skim four.

Link to your report:

Take the "Collaboration" detail page of your Lyntharis Puls report. The questions with the lowest values show which tool you need first — the mapping is in each "When to use this tool" box.

BASELINE CHECK

Where does your team stand today?

Answer the ten statements honestly for your team (1 = strongly disagree, 5 = strongly agree). Even better: let every team member tick anonymously and compare.

- | | |
|---|---|
| 1. It is clear who delivers what by when. | ☐ ☐ ☐ ☐ ☐ |
| 2. We address issues while they are still small. | ☐ ☐ ☐ ☐ ☐ |
| 3. Handovers to other teams work without chasing. | ☐ ☐ ☐ ☐ ☐ |
| 4. In meetings, it's not always the same three people talking. | ☐ ☐ ☐ ☐ ☐ |
| 5. Asking for help is not seen as weakness here. | ☐ ☐ ☐ ☐ ☐ |
| 6. Criticism is about the issue, not the person. | ☐ ☐ ☐ ☐ ☐ |
| 7. Decisions from meetings are recorded and stick. | ☐ ☐ ☐ ☐ ☐ |
| 8. New team members know how we tick after two weeks. | ☐ ☐ ☐ ☐ ☐ |
| 9. Old conflicts do not burden our work today. | ☐ ☐ ☐ ☐ ☐ |
| 10. I would describe my team as "one team" — not a group of soloists. | ☐ ☐ ☐ ☐ ☐ |

Scoring: 40–50 points = maintain · 25–39 = sharpen selectively (tools 1+4) · below 25 = build structurally (all four tools, in order).

Mark now:

the two statements with the lowest values are your building sites. Note them in the 30-day plan (page 8) before reading on.

END OF PREVIEW

What follows in the workbook

Tool 1: the team charter · Tool 2: the 4-step clearing conversation · Tool 3: the interface matrix · Tool 4: the feedback ritual · 30-day action plan · Success check

Full version: CHF 39 · Order: lyntharis.ch or info@lyntharis.com