**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. |