

10 Tips for Collaboration, Information Sharing and Networking

- 1. Networking is about being true to yourself and others.**
Build a trusting relationship with your organization and with your colleagues and see how you can provide a helping hand in the workplace.
- 2. Participate in special projects and workgroups to develop a network with individuals.**
Collaborate with members of the special project or workgroup to achieve objectives and goals. Working on objectives with members will broaden your network.
- 3. Take part in volunteer positions in your organization.**
This is a wonderful way to stay active in the workplace and give back to groups that have helped you.
- 4. Be sure to ask open-ended questions in conversations.**
Don't ask questions that can be answered by a yes or no. Ask who, what, when, where, and how questions to open the discussion and show listeners that you are interested.
- 5. Make yourself known as a powerful resource for others in your organization.**
As a strong resource, people from different organizations will know to contact you for suggestions and ideas. This will likely expand your network and make you visible.
- 6. Be clear on what your strengths are in networking situations.**
In order to network with individuals that need your assistance, you must have a clear understanding of what you do so that you can help others and vice versa.
- 7. Be a positive influence in your organization.**
Be positive by using positive language and smile. This may rub off onto your colleagues to make the organization a wonderful place to work.
- 8. Maintain open lines of communication for information sharing.**
Maintaining an environment of open communication will encourage employees to network with individuals from different organizations to seek ideas for solutions.
- 9. Take a proactive approach in gathering information that you need.**
Get in touch with colleagues in your division that you don't know that well. There's a chance that they are busy with a special project that might need the same information you need. Help one another to gather information and share that among your organization.
- 10. Be a leader in your organization and break the barrier by networking with other organizations.**
Leaders need to set a good example by breaking the ice among different organizations to collect information needed for special projects.

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