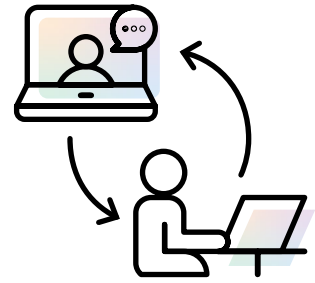


# Collaboration Tool for Hybrid and Remote Workers



Effective collaboration requires effort, especially for remote employees. Use this worksheet to help colleagues understand how to effectively work together by recognizing and valuing each other's unique CliftonStrengths.

## 1) Identify Your Strengths

Start by listing your top five CliftonStrengths in the table below. Reflect on how these strengths show up in hybrid and remote work environments — both positively and negatively. Use the **bring/needs statements** for inspiration.

### Your Strengths

1.

How this strength shows up in your remote/hybrid workplace

2.

How this strength shows up in your remote/hybrid workplace

3.

How this strength shows up in your remote/hybrid workplace

4.

How this strength shows up in your remote/hybrid workplace

5.

How this strength shows up in your remote/hybrid workplace

## 2) Reflect on Your Work Experience

Reflect on the benefits and obstacles you face in a hybrid or remote work setting. Think about how your work environment and circumstances affect your performance and engagement.

**Benefits:** List any aspects of remote work that enhance your productivity, motivation or wellbeing.

*For example: "My high Activator thrives remotely. Without the commute, I can dive into my work right away."*

**Obstacles:** Identify any challenges while working remotely that hinder your performance, engagement or thriving.

*For example: "My high Focus struggles with the distractions of my work-from-home environment."*

### 3) Share Your Strengths With a Partner

Pair up with a remote or hybrid coworker and take turns sharing your reflections from steps 1 and 2. Share how your strengths show up in hybrid and remote work, including the benefits and obstacles. Invite your partner to share their perspective on how your strengths enhance your partnership.

**Discussion questions:**

- How are we thriving in our hybrid/remote work?
- How do our strengths complement each other?
- How can we help each other overcome challenges in our hybrid/remote work environments?
  - Is communication difficult? Would scheduled check-ins or a shared digital workspace help?
  - Is feedback an issue? How do we both prefer to give and receive feedback virtually?
  - Is building trust a challenge? Could scheduling regular chats or celebrating wins help?
- How can we use our strengths to support each other's productivity and wellbeing?

### 4) Apply Your Strengths for Better Collaboration

Work together to explore how your strengths can support each other and address work challenges. Use the questions below to guide your discussion:

**How can we use our strengths to improve our communication?** (Example: If one partner has Input, they could summarize key updates for the team.)

**How can our strengths enhance work processes?** (Example: Those with Strategic or Focus might help keep remote projects on track.)

**How can we recognize and appreciate each other's strengths to support our partnership?** (Example: Acknowledge when a partner's strength was particularly helpful during a project or task.)

**What adjustments or practices could help overcome any challenges we identified?** (Example: Regular check-ins, sharing progress updates or using specific communication tools.)

**5) Commit to Taking One Action for Improved Collaboration**

Decide on one action you and your partner will take to enhance your collaboration. Write it below, and plan to check in after a month to evaluate its impact on your partnership.

**Our Collaborative Action:**