

Tool 16 – Collaboration Bridge

Name:

Date:

Company / Department:

Q1. Which team/department are you addressing?

Help: Keep responses professional and constructive.

Q2. What is the issue?

Help: Keep responses professional and constructive.

Q3. How does this issue affect your work/team?

Help: Keep responses professional and constructive

Q4. What might be causing it?

Help: If unsure, you may write 'Not sure yet.'

Q5. What possible solutions do you see?

Help: Keep responses professional and constructive.

Q6. What question would you ask the other team to understand better?

Help: Keep responses professional and constructive.

Q7. How do you think the other team views this problem?

Help: Keep responses professional and constructive.

Q8. What steps could your team take to help resolve it?

Help: Keep responses professional and constructive.
