

Checklist to enable for more effective collaboration and communication across culturally diverse change teams

Consider how well you have gotten to know the various cultures on the change team.

	I have learned more about the cultures represented on the change team, but do not make stereotypes based on what I have learned.
	I have taken the time to get to know everyone on the change team.
	I have enabled each team member to get to know each other through a variety of team building activities.
	I have asked change team members how to best communicate with them.
	I have delineated a variety of channels or methods to communicate with everyone on the team.
	I have emphasized the importance of listening for change team members.
	I prepare for discussions so that I am sure I am providing the right information, at the right time, to solve a challenge, resolve a problem or make a decision.
	I understand the value of “putting myself into another’s shoes” and request that change team members do the same.
	I have developed processes for solving problems, resolving conflicts and making decisions that includes input from a broader, diverse group.
	When new team members join the team, I introduce them to others on the team to ensure they are comfortable working on the team.