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| Strategies | Guides/Sources | Barriers | 14 Cs to Teamwork |
| Team | Collaboration is a required professional nursing skill for effective problem solving. Teamwork is essential for achieving optimal outcomes | Poor process of team functions | Coordinating efforts  Conflict management |
| Enthusiasm | Personal commitment towards learning  Promote enthusiasm by team members actively participating frequently  Promoted by acknowledging post and giving feedback | Avoid duplication of work by following the CLC agreement and outline task timely  Lack of participation | Commitment  Consider the frequency of checking into the Forum (daily may be best & click unread messages so you can know what you have not read) |
| Accessibility | Internet and emails are the main supporting platform | Avoid language problems by referencing goals and task | Cohesiveness  Collaboration |
| Motivation | Timeframe & assignment deadlines  Turnitin Scores  Learning outcomes  Social networking  Group sharing the grade | Avoid being vague and not setting up clear outline of task and due dates. Share with each other what works well when you work in a group and what hinders progress | Contribution: it is helpful to know that each person has a perspective to offer and challenging the team is not a bad thing, nor is affirming and providing feedback. It helps to use the rubric and syllabus when offering a challenge |
| Workplace | Team Discussion Forum | Using emails versus Team Discussion Forum as the main communication center | Corporate support for each other by considering working in pairs on parts of the task |
| Objectives | Refer to the rubric and syllabus to outline your team projects/papers | Clarify with instructor to avoid conflicts | Confronts problems directly, use templates and resources |
| Role | Clarity of roles | Not assigning roles or not following CLC agreement | Cooperate  Consensus decision making  Consistency |
| Kinship | Communication and constructive comments | Lack of communication  Lack of participation  Lack of feedback | Communication  Caring, & Camaraderie (Sargeant, Loney, Murphy, 2008) |

**Collaborative Learning Community Guide for Team Member & Team Success**

**Purpose:** The purpose of this handout is to act as a guide to caregivers who are engaged in collaborative learning processes such as Collaborative Learning Communities (CLC) working in groups online.

The acronym teamwork is used from (Choi & Pac, 2007) as strategies to enhance teamwork and collaboration, and the 14 Cs to teamwork is from Choi and Pac (2007) research on teamwork.

This guideline was developed through review of professional nursing literature and through experiential learning and facilitating CLC groups during a five-week online course as a teaching assistant.

**References**

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