**TOOLSHEET:**  
**COLLEAGUE PARTNERING QUADRANT**

1. **CREATE RAPPORT AND EMPATHY**

* What are our important work priorities?
* What demands and pressures are we facing?
* What values are important to each of us?

*Type your answer here.*

1. **SHARE AND UNDERSTAND EXPECTATIONS**Let’s share what we hope to achieve from working together:

* My Expectations

*Type your answer here.*

* Common Ground

*Type your answer here.*

* Your Expectations

*Type your answer here.*

1. **ESTABLISH AGREEMENTS**What three actions or deliverables will help to strengthen our partnering?

1. *Type your answer here.*

1. *Type your answer here.*
2. *Type your answer here.*
3. **GROW THE PARTNERSHIP**

* How will we keep the lines of communication open?

*Type your answer here.*

* What’s a key friction point that we need to be mindful of?

*Type your answer here.*

* How often should we catch-up one-on-one to realign?

*Type your answer here.*