This guidance and tool can be used from start to finish or be dipped into at different stages. You may have a new programme to start and be considering new collaborations, or already have the big programme but are setting up a new collaboration for a project within that (Steps 1 & 2 of the Collaborative Partnership Tool). You may be interested in what behaviours and skills may be useful (Step 3 of the Collaborative Partnership Tool). You may be evaluating yourself or the team, hiring and looking to develop skills (Step B & C of the Individual Behavioural Assessment Tool). Here is a quick guide to which steps to jump to.

- **We are thinking of starting new work…**
  - **Step 1 – Collaborative Partnership Tool**
    - Who should we collaborate with? How can they help? What type of partnership should we have?

- **We need to establish our relationship with a new collaborator…**
  - **Step 2 – Collaborative Partnership Tool**
    - We have identified a collaborator, how do we set up the partnership with them?

- **We are trying to improve our team’s ability to collaborate…**
  - **Step 3 – Collaborative Partnership Tool**
    - What behaviours and competencies will help the team to work collaboratively?

- **We are considering skills our project/team/role needs…**
  - **Step B – Individual Behavioural Assessment Tool**
    - Which of these behaviours are most important for a particular project, team or role?

- **We want to help our staff/ourselves be better at collaborating…**
  - **Step C – Individual Behavioural Assessment Tool**
    - Where are individuals doing well and where can they develop?

- **It is time to end a collaboration and we want to learn from it…**
  - **Step 4 – Collaborative Partnership Tool**
    - We have finished working together. What do we need to think about as we end the relationship?