

CCSMP46

Work in collaboration with others in a music publishing environment



Overview

This unit is about establishing and maintaining relationships for collaborative working. You will be required to identify and articulate where collaborative working could benefit your organisation. You need to help facilitate agreement on the aims and objectives of collaborative working. You must demonstrate respect for others and ensure your own behaviour is consistent with maintaining good working relationships. Following collaborative projects you should evaluate the process to identify what did and did not work well for yourself and others stakeholders.

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Performance criteria

- You must be able to:*
- P1 identify and articulate how collaborative working could benefit your work and your organisation
 - P2 engage with internal and external stakeholders to develop strategies to support collaborative working and knowledge sharing.
 - P3 identify opportunities to develop collaborative working
 - P4 help facilitate clear agreement on the aims and objectives of collaborative work
 - P5 help facilitate the identification of ground rules for joint work
 - P6 ensure joint work promotes respect for others
 - P7 ensure your own behaviour and presentation are consistent with maintaining effective working relationships
 - P8 ensure commitments made are achievable
 - P9 evaluate the benefits of collaborative

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Knowledge and understanding

You need to know and understand:

- K1 the value and contribution of collaborative working
- K2 the range of appropriate methods and styles for contacting people and organisations
- K3 how to analyse and evaluate potential areas of collaboration and conflict and develop strategies to deal with them
- K4 how to develop and maintain working relationships and evaluate the effect of your own behaviour and presentation on maintaining effective working relationships
- K5 the importance of agreeing and regularly reviewing the aims and objectives of partnerships
- K6 the importance of ensuring respect for others, and of valuing the contribution people make to collaborative working
- K7 the importance of fulfilling commitments to others
- K8 how to create links with other organisations in different fields, areas and cultures in order to promote inclusion and collaborative working
- K9 how to effectively evaluate the benefits of collaborative working

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