The Collaboration Toolkit

Some useful tools to support your next project and help you make good things happen!

ARTS IN MORAY

Introduction

The Toolkit

Welcome to the Toolkit!

The goal of the toolkit is to help support people who want to work with others to make good things happen. It will also be helpful if you are an individual embarking on a project, business or idea. The toolkit will help you to create a holistic overview of your approach to the work you want to do and serve as a map to support your journey of moving forward with ideas and working with others. The activities will work for small groups and individuals; simply adapt them as you need! The toolkit offers a space to explore what you want to create, why you want to create it, and how you want to work. The tools draw on design thinking, coaching and generative research methods.

Background

The Arts In Moray collective* developed an approach framework to explore and represent a shared ethos and the values guiding the work they do together. The approach framework is introduced on the next page, and you will create your own as you move through the activities.

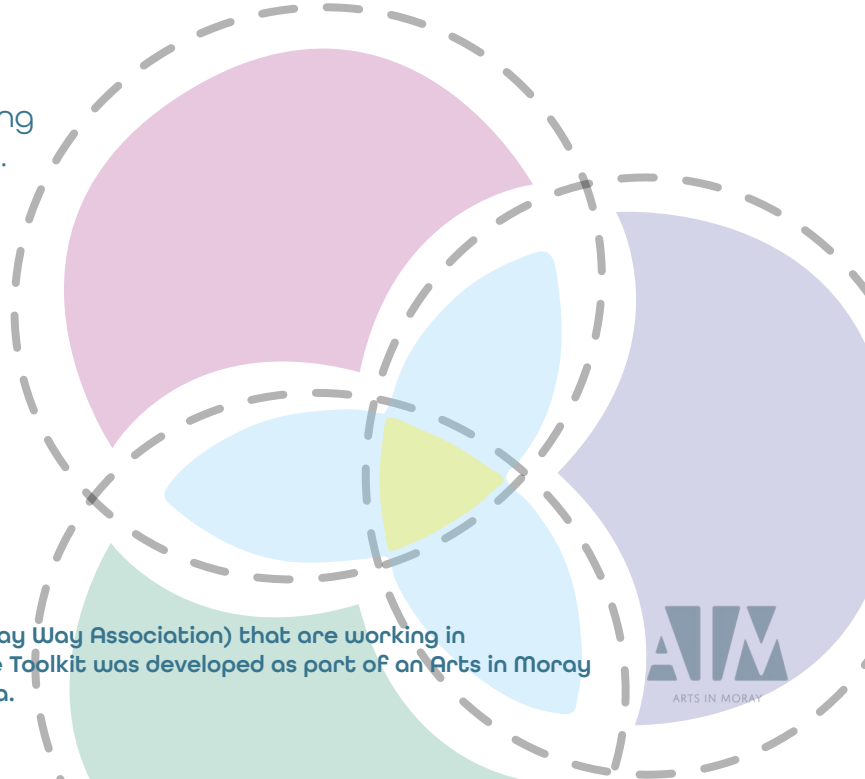
How the toolkit works

The toolkit helps you build an approach framework and guides you towards moving forward with ideas and taking action. The activities move through four areas, including tools for exploring values, developing a shared ethos, prioritising and moving forward.

- **Share** - Understanding values & intentions
- **Make** - Exploring the nature of your approach
- **Map** - Prioritising working topics
- **Move** - Moving forward with priorities

Contents of this introduction

- The anatomy of the approach framework
- How to navigate the toolkit
- A blank approach framework for you to fill in as you work through the activities



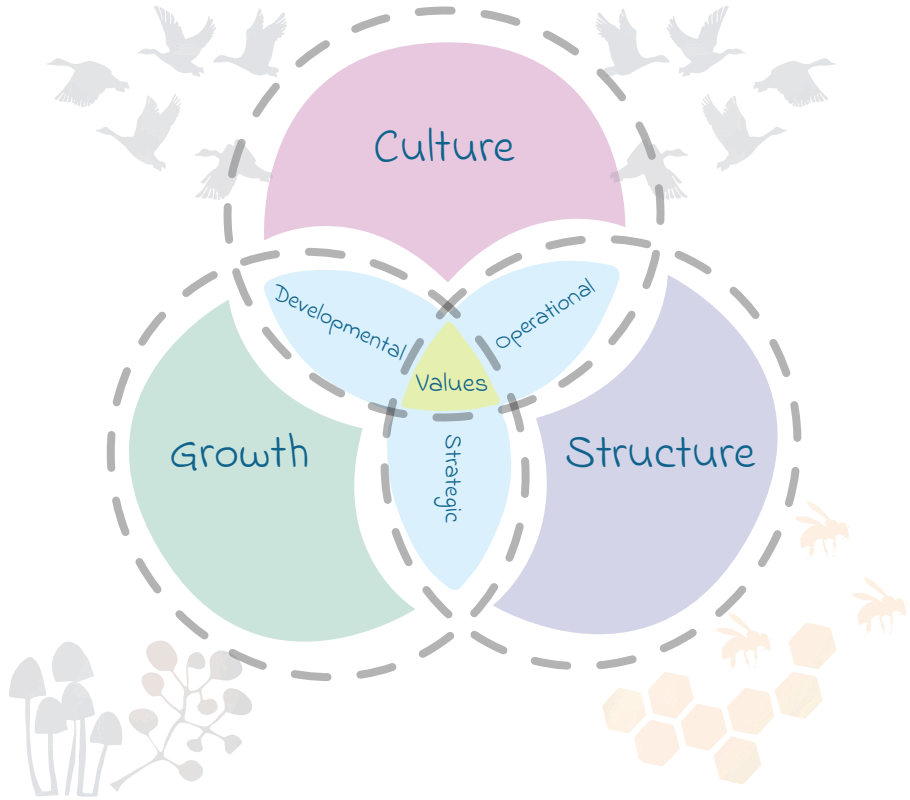
***The AIM Collective is a collective of Moray-based art organisations (Dance North, M:ADE, wildbird and The Moray Way Association) that are working in collaboration with artists and communities. AIM was part of the National Culture Collective from 2021 - 2023. The Toolkit was developed as part of an Arts in Moray (AIM)* collaborative research residency between Stacey Toner of M:ADE and Caroline Inckle of Studio Constella.**

The Approach Framework

A framework for holistic thinking & planning

Welcome to the approach Framework!

This page explains the anatomy of the framework. The approach framework aims to provide a holistic view of your project or initiative and a helpful way of integrating your values and ethos with the practical work to be done.



*The approach framework was developed in 2022 as part of an AIM research residency with Caroline Inckle of Studio Constella hosted by M:ADE. The framework was developed to gain a holistic perspective of the AIM collective organisations' work together and attempts to integrate theory (ethos and values) with practice (work to be done).

Values

The centre of the framework relates to your values and the reason why you want to embark on the work you are doing.

Ethos

The outer three areas relate to aspects of your ethos and form your unique approach to your work. We use the term 'nature' to describe these aspects as this helps us focus on the feeling behind them and the values they encompass.

The nature of the culture you are building - What are the qualities of the relationships you want to build, who do you want to work with, and how do you want to relate?

The nature of your growth - What do you want to happen as a result of your work, what do you want to produce or make, and how do you want that to develop?

The nature of your structure - How do you approach structure? How will the nature of your structures inform and support the way you work?

Work to be done

The spaces where the natures intersect (the inner petals) are where we focus on practical working topics. These are categorised into Operational (short term - Day-to-day), Strategic (longer term) and Developmental (medium-term)

What needs to be done to move your ideas into the real world? - Here is where you can map out the work to be done and decide what to prioritise.

Navigating The Toolkit

Share, Make, Map, Move!

The toolkit presents a selection of activities to help you move forward. The activities are categorised in four areas of Share, Make, Map and Move. These areas include different ways of working to help you explore a range of different ways of thinking about your values, goals and work to be done.

Start Here!

Reflect

Reflect on your values and how this impacts the work you want to do. Also, consider what you value most when working with others.

Share

Visualise

Use visual metaphors and thinking through making to envision your ethos and clarify your unique approach underpinning the work you want to do.

Make

Prioritise

Identify the work to be done through mapping and prioritising. These activities help you create an overview of the work to be done.

Map

Take Action

This section introduces you to a design thinking method which supports you to generate ideas, solve problems and decide on actions.

Move

How to use the toolkit

Share, Make, Map, Move!

Using the Toolkit!

- The toolkit uses 'canvases' or worksheets, which can be printed and worked on or downloaded as a PDF and filled in on your computer.

- Each activity has an instruction sheet and a corresponding canvas. The activities move through the four areas of Share, Make, Map and Move in sequence, but feel free to use them in whichever order makes sense to you.

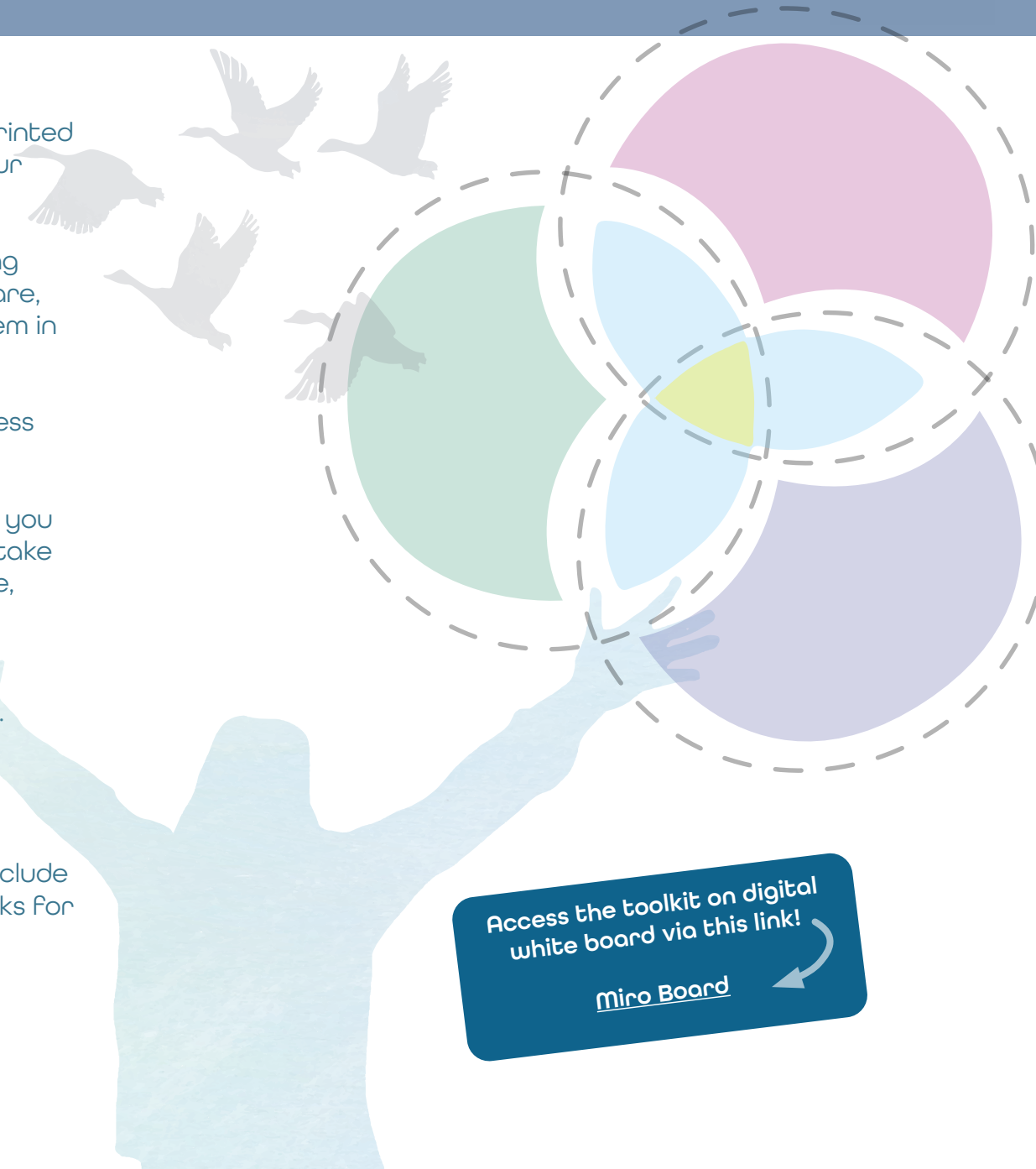
- The timings given are only a guide; you can take more or less time as you need.

- Adapt the activities to work for you and your situation. If you are working with others, most activities work best if you take time to work individually and then come together to share, discuss and decide as a group.

- On the next page is a blank approach framework to fill with keywords or images as you move through the toolkit. It is helpful to have this with you as you work through the activities.

- Don't get too hung up on categorising when using the approach framework. Notice that all areas overlap and include each other, so hold it lightly and use it in a way which works for you!

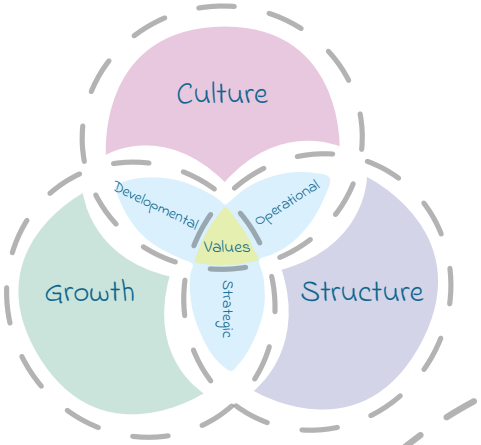
Enjoy the toolkit!
Contact us with any feedback at:
caroline@studioconstella.co.uk or
stacey@morayartsdevelopmentengagement.org

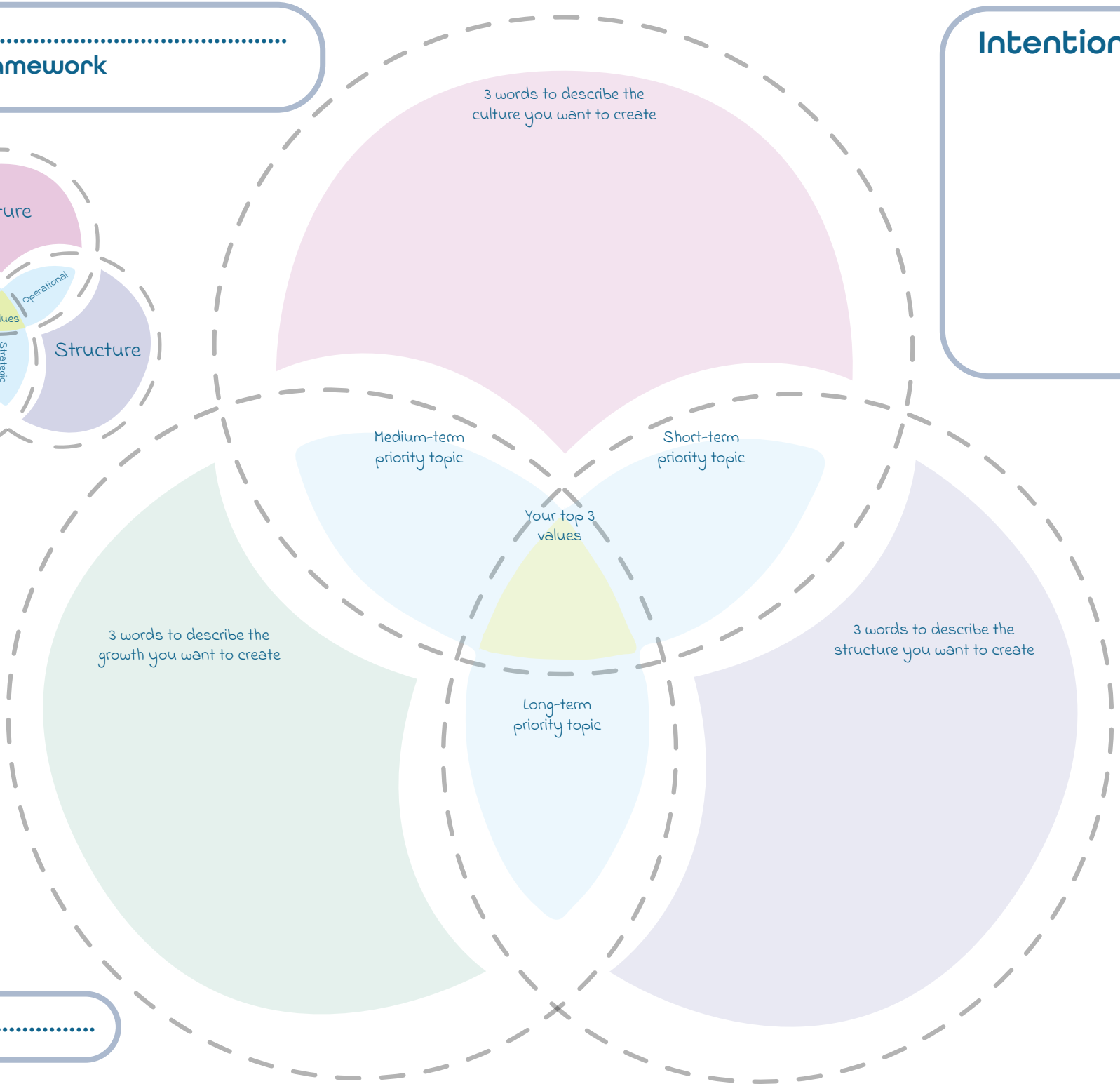


Access the toolkit on digital white board via this link!

Miro Board

The.....
approach framework





Intention Statement

Date.....

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