

Collaborative Business Writing

Chief Editor Selection

The chief editor of the team is the person generally responsible for reviewing and editing all content submitted from other team members. On top of this, they must be able to organize all of this material into a presentable final draft, depending on what type of collaborative style the team has chosen. It is important for the chief editor to have good communication skills with their team members, since they will often need to communicate with them about missing or impartial submission or the possibility of certain works needing revision.

Characteristics of a chief editor:

- Be knowledgeable of the project
- Be knowledgeable of correct grammar/spelling/context
- Have good communication skills among team members
- Be able to handle and organize numerous submissions from team members

Characteristics of Team Members

Finally, one of the most important parts of the collaboration team is the team members themselves. After all, the collaboration couldn't occur without someone to work with. Employees that want to work on collaboration teams must have certain characteristics and mannerisms in order to work well with the group. Team members should be willing to work with others and engage in meaningful communication with them. They must be willing to learn new tasks and assist other team members when there is slack or lack of support. Effective team members are not only willing to share in the team's achievements, but also in their set back and failures – knowing that everything they do is done as a team.

Characteristics of effective team members:

- Flexible in schedule and assignments
- Have realistic goals and expectations in the group
- Be willing to learn
- Be willing to participate in various group activities
- Able to assist team members if needed

Implementing Enablers

Enablers are a business tool used by team leaders that allow group members to be equipped with the necessary information and 'know-how' to collaborate successfully with other team members, as well as 'enable' other team members to do the same. The theory of implementing enablers is that once one or more employees are enabled with the right information and structure to collaborate in the group, they will in turn spread to other team members as well. Once every team member feels confident they have the right information to contribute to the group, they will be able to collaborate more successfully. Enablers are a great tool for strengthening intergroup communication, improving problem solving skills in team members, and help keep teammates focused on the project by keeping everyone involved.