



BOOKS

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By JIM PAWLAK / Special Contributor to The Dallas Morning News

Working as One

Christine Williams (Brown Books, \$14.95)

This book will make you think about your conversations with co-workers. Author Christine Williams says you should learn to make those conversations more meaningful – and make you and your co-workers more productive.

She developed seven must-have conversations that build collaboration fast.

Here are two:

Vision conversations, which deal with what must be done to get a big-picture, shared understanding of the product, service or outcome. Trigger questions: "What do we want to be known for?" "What are we striving to achieve?"

Mission conversations about defining workplace parameters and determining how individuals and groups focus energy. Trigger questions: "Why do we exist?" "What are our basic functions?"

The answers spawn more questions and develop idea-sharing. People get on the same page and do what they do best.

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