

Key Steps for Developing Partnerships

- Share your vision**
 - *Big picture vision*

- Participate in cultivation meetings** – *Preparation for the growing of potential collaborations*
 - *Involve all necessary stakeholders in the initial conversations*
 - *Identify key decision-makers*

- Create a temporary “road map” for your partnership process**
 - *Outcomes for participants and partners*
 - *Outline the impact of service/program*
 - *Specific target goals for service delivery (e.g. numbers served , hours of instruction)*

- Clearly outline your organization’s needs**
 - *Funding requirements (e.g., contracted work plans)*
 - *Staff time and activities (e.g., personnel policies)*

- Establish roles/responsibilities**

- Establish program goals**

- Identify mutual accountability practices**
 - Resolving conflict
 - Program adjustments/change

- Define operational procedures**
 - Program Protocol
 - Decision Making
 - Reporting Process
 - Style
 - Timelines/Deadlines

- Progress reports**
 - Achievement benchmarks
 - Completion rate