

Eight Steps to Effective Coalition Building Take-Home Worksheet

Objective: This worksheet is intended to help you use *Eight Steps to Effective Coalition Building* to continue to enhance the effectiveness of your coalition.

Directions: Considering your coalition, answer the following questions to determine how you can strengthen and enhance the effectiveness of your coalition.

STEP 1: Clarify coalition objectives & appropriate activities

A. What are the goals/objectives of your coalition?

B. What coalitions – that address a related topic -- already exist in your community/region? What are their goals?

C. If you're an existing coalition, what unique role does your coalition serve within your community/region?

D. If you are considering building a new coalition, is a new coalition necessary, or is there an existing coalition that could incorporate your goals?

STEP 2: Recruit the right people

E. If you are forming a new coalition, who are the individuals or organizations that will help to achieve the coalition's goals. If ongoing, are there additional individuals or organizations that should be brought into the coalition? Who are they?

STEP 3: Devise a set of objectives and activities

F. Whether your coalition is new or existing, developing a well-defined plan for coalition activities provides focus and direction. What activities will your coalition focus on? You can use the *Spectrum of Prevention* to develop multifaceted activities.

For a copy of the *Spectrum of Prevention* go to: <http://www.preventioninstitute.org/tools.html>.

G. Have you identified some activities that will result in short-term successes? What are they?

STEP 4: Convene the coalition

H. If new, how will you convene the coalition? If ongoing, how will you orient new members joining the coalition?

STEP 5: Anticipate the necessary resources

I. How can you leverage existing resources to ensure necessary coalition progress?

STEP 6: Define elements of a successful coalition structure

J. How will you communicate the “life-expectancy” of the coalition in a way that will engage members in a meaningful way at the necessary level?

K. How many meetings do you need to hold and how long do they need to be in order to achieve the objective(s) you have established?

L. How will decisions be made in the coalition to achieve the objective(s) sought?

M. What kind of agendas will maximize your coalition's results?

N. How will you engage members between meetings in the necessary activities (i.e., subcommittees, phone conversations, outreach responsibilities etc.)?

STEP 7: Maintain coalition vitality

O. What are the positive dynamics in your coalition that can be built upon? If your coalition has just formed, what do you anticipate to be positive dynamics that can be built upon in the future?

P. What are the problematic dynamics, if any, that need to be addressed? If new, what are some of your initial concerns about what the problem dynamics might be?

Q. Considering current and/or newly identified coalition membership, are there any TURF issues that need to be taken into account?

R. How do you plan to take care of yourself and maintain your vitality as the coalition leader or a participant (which ever is applicable)?

S. To maintain interest and enthusiasm, what successes should you share and celebrate with the coalition?

STEP 8: Make improvements through evaluation

T. What information do you have about the coalition's effectiveness? (If you are a newly formed coalition, this may not be applicable.)

U. What information do you need to make effective decisions? How will you get this information?

The full documents, **Developing Effective Coalitions: An Eight Step Guide** and **The Tension of Turf: Making it Work for the Coalition**, are available at:

<http://www.preventioninstitute.org/tools.html>.