

Brainstorming Sorting Matrix

Easy to implement/high impact	Difficult to implement/High impact
Easy to implement/low impact	Difficult to implement/low impact (let it go)

Lessons learned from the Joint Recruitment and Enrollment Survey and Follow-up

- Build relationships by focusing on projects that can be achieved so the group can feel successful and build trust. The relationship building is what will sustain the group's dynamic.
- Review differences between communication, cooperation and collaboration. What is the group doing now? Having a session where participants write and discuss what they can gain from greater communication, cooperation and collaboration and what are the fears of collaboration can help the group talk about any elephants in the room.
- Having a vision or philosophy of what you want. Examples: cut down on confusion for parents; find ways to maximize resources; serve most needy; serve all four year olds, do good things for children, etc. Those groups with the clearest vision were the most successful.
- Write a plan that is strategic in nature, has "smart" goals [specific, measured, achievable, realistic, and time framed] where all players take responsibility for areas or shared areas.
- Designate who will take a leadership position or positions for certain areas. This may mean someone who can help everyone keep their eyes on the prize. Change often means choices.
- Look at materials other programs have developed.
- Need to have key players at table. It is difficult if they come in late after you have all come to an agreement and they want something different since they haven't been though part of the process.
- Learn to deal with small problems as they come up and not hold on to them. Communicate and coordinate grant applications or other funding issues as much as possible.
- Understand that any new system or way of thinking takes time. Build steps and time into any vision or plan that is written.
- Make sure that when leadership agrees on goals there is a mechanism for line staff to know and be on board with the agreements. Line staff members need to be educated in regulations and roles of each program, why they are working together, and how they will contribute to the overall plan.
- Do an internal attitude check. What messages are you giving yourself about collaboration and your partners?