

# A 10-STEP QUICK-START GUIDE TO COLLABORATING EFFECTIVELY IN A **CRISIS**

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## Listen to Members' Needs

Determine how the situation impacts your members, their students and families, and the community at large.

- How are you listening to members?
- What are their concerns and needs?
- How do needs differ across groups?

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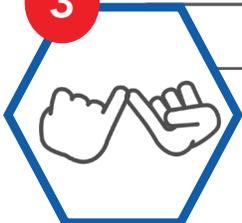


## Partner with Administrators

Identify the crisis, reach out, and partner to develop and implement solutions.

- Who will you approach?
- What is your partnership ask/offer?
- How will members participate?

3



## Create Commitments

Identify shared areas of focus that all parties agree to. Document these agreements.

- What are the common priorities?
- What do you need to commit to each other to work toward them together?

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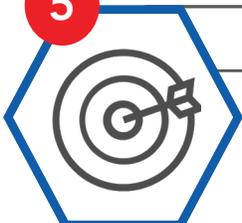


## Form Teams and Committees

Work with administrators to form diverse teams and committees to share in the problem-solving.

- Who is setting goals and guiding problem solving?
- Who is implementing solutions?

5



## Create Shared Goals and Objectives

Determine shared goals and select measurable objectives.

- What do you want to accomplish? When?
- What will it take to get there?
- What's your action plan?

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## Establish Support Resources

Identify and secure the resources that are required to help you achieve your goals and objectives.

- What resources are required to meet your objectives?
- Where will those resources come from?

7



## Create a Communication Plan

Keep your members and stakeholders informed. Determine how and when you will communicate the work.

- How will you update your members and stakeholders?
- What communication methods will you use?

8



## Understand Decision-Making

Establish decision-making norms that protect the integrity of the work and the collaborative dynamic.

- Which decisions will you make jointly or with consultation?
- Which are best made unilaterally?

9



## Monitor Progress & Impact

Set a schedule and designate a process to periodically review your plan and progress.

- How is the plan going?
- Are adjustments necessary?
- How will you document progress?

10



## Reflect. The crisis has ended!

Think about the important structures you've established as you look towards a brighter future.

- How well did you meet your goals?
- What structures might you keep to continue collaborative decision making?