

## **Generating Program Ideas and Cultivating Partners**

### **Ask the Following Questions When Starting a New Program/Project:**

1. Does it fit your mission statement?
2. Will it meet your standards of quality?
3. Does it have approval of your Board of Directors?
4. Does it fit the interests and needs of the community?
5. Do you have the necessary resources to do it right?
  - a. How many volunteers will be required?
  - b. Will it require the cooperation of another community agency?
  - c. Should you cut back other programs before adding this one?
6. Can it be scheduled without major conflicts?
7. Which goal(s) does this project address?
8. Is it within your current budget?

### **Review Worksheet 2.3 – Assets and Challenges of Partnerships**

### **Review Worksheet 2.4 – Potential Collaborator/Partner**

These worksheets are important both at the organizational level and the project level. Remember that the potential partners may be different based on the scope of work.

#### **Advisory Committees:**

After you have listed your potential partners/collaborators, you may find that you need to establish an advisory committee for the project.

*For example:* If you are doing work in the schools, it may be helpful to have an advisory committee that includes parents, teachers and perhaps students. This committee would help plan the project and assist with getting the word out about what you are doing.

At this stage of program/project development, it is very likely that you will need to hold a planning meeting. Meetings can take on many forms and can involve a small number of people or a large number.

#### **Meetings:**

Individuals working in a group need to be organized if they are to make any progress toward their goals. Meetings are a true test of any organization. Fortunately, we have regular opportunities to improve – at least monthly, in most cases.

In the U.S., we live in a society of meetings. Because we invest our time, energy, creativity, knowledge, skills, expertise, and enthusiasm, we deserve to have good, effective meetings.

**Effective Meetings:**

- Are focused and directed
- Are limited to the absolutely necessary amount of time, yet never hurried
- Reports are clear and accurate
- Decisions are made after orderly discussion based on good information and an understanding of basic ground rules

The presiding officer should keep the meeting focused, on target and on time. This will allow those who attend the meeting to feel a sense of accomplishment and they will be motivated to do more work on behalf of the organization in the future.

**Process Worksheet 2.5 - Steps to Conducting Effective Meetings****Process Worksheet 2.6 – Meeting Roles and Responsibilities****Process Worksheet 2.7 – Sample Agenda**

