

## Checklist for setting up and managing your employee engagement partnership

### Stage 1 – Finding your community partner(s)

- Research potential local community partners and their capacity to work with you
- Assess local priorities and how a partnership could support these
- Develop your case for working in partnership (in consultation)
- Identify potential partners and agree how best to approach them
- Assess what these community partners can offer you?
- Look at the principles of partnership working; assess how the partnership can:
  - Work to achieve mutual benefit
  - Share success and agree common goals
  - Recognise and respect each other
  - Value each other's contribution
  - Share vision and information
  - Build trust

### Stage 2 – Planning

- Clarify and define purpose and objectives of the project(s)
- Identify the resources required (will the company support this, or will you need to work with other companies too, or other funders)
- Build your plan
- Make your approach
- Begin to agree objectives, roles, responsibilities and expectations
- Develop a partnership agreement – in consultation with partners

### Stage 3 – Implementation and management

- Convene regular meetings with clear agendas, action points and review
- Ensure all partners keep in contact and work towards established outcomes
- Establish regular cycle of reporting in order to check progress, set and review targets, provide updates (within and outside the partnership), review direction of the partnership – do the objectives require review?
- Provide regular updates on progress if the partnership does not meet regularly – and encourage comment and feedback
- Keep communications open at all times
- Credit all partners in publicity, publications etc.

### Stage 4 – Review and evaluation

- Clarifying strategies for obtaining future funding and resources
- Organising recognition events to celebrate what has been achieved
- Monitoring, reviewing and reporting on outcomes
- Keep partners informed of potential and new developments, and further opportunities for liaison and support
- Put in for joint awards that recognize the contribution of all partners
- Organise a yearly event to celebrate achievements, keep partners enthused, and communicate outside the partnership and to potential new supporters.