

## *Development Suggestions for Partnering*

### Suggested Readings

<b>Title</b>	<b>Author/Publisher</b>	<b>Learning Mode</b>
Partnering: The New Face of Leadership	Segil, Lorraine, James Belasco, and Marshall Goldsmith/ 2002/ AMACOM	Book
Partnering Intelligence: Creating Value for Your Business by Building Smart Alliances	Dent, Stephen M./ 1999/ Davies-Black Publishing	Book
Power and Influence: Beyond Formal Authority	Kotter, John P./ 1986/ The Free Press	Book

### Activities

1. Create a resource allocation matrix to help you identify and match required skill sets, specific people, materials, and/or equipment to support the organization's strategy.
2. Use a calendar and mark dates of major projects or initiatives. Plan a communication schedule for updating people on key milestones accomplished. The communication schedule can be on a weekly, monthly, bi-monthly, or quarterly basis.
3. Develop a process flow chart for routine or common activities. Identify where breakdowns most often occur. Develop possible changes to solve the problem
4. Discuss communication breakdowns with peers in other departments. Devise ways to avoid them.
5. Hold meetings with team leaders of departments involved in various parts of a project to keep communication flowing.
6. Invite leaders and stakeholders from different work units to present their perspectives on organizational goals and functions during one of your staff meetings.
7. Maintain relationships with individuals in regulatory or policy-making offices so that you have access to updated information when policies, laws, or regulations change.
8. Consider how organizational processes can be redesigned to ensure that valuable knowledge is shared/distributed throughout the organization.
9. When your team/workgroup tries to solve a problem, ask what other parts of the organization have a stake in the outcome. Find out whether your team/workgroup has received input from these stakeholders.
10. Identify your stakeholders and ask them what information they would like to receive

from you, how often, and in what form (e-mail, phone, memo, etc.) and then tell them what information you'd like from them.

11. Have members of your team serve as in-house subject matter experts on specific topics. Communicate this information throughout the organization so people will know whom to contact with questions.
12. Before presenting a new idea or action plan, list the people whose support you will need. Attempt to discover where each person stands in relation to your proposal (i.e., pro, con, or neutral) and formulate a plan to handle each one.