

Building a partnership - "how-to"?

Use the following template to plan the partnership. This template is adapted from Workforce Development Resource Kit- A guide to workforce development for Alcohol and Other Drugs Agencies, Network of Alcohol and Other Drugs Agencies (NADA), Australia.

Step One

Recognise and accept the need for a partnership - An issue is identified by the organisation that they do not currently have the expertise, resources, or capacity to address but which affects service delivery and operations.

Step Two

Find appropriate partner organisation(s) – Identify organisations with shared goals and objectives, or desired expertise/resources. Develop an inventory of possible partners, e.g. government ministries, service provider agencies, community volunteer-based organisations, consumer and carer advocacy groups, professional associations, educational institutions, businesses, other. Hold meetings with prospective partners, gather information about the organisations and gauge their interest/commitment levels.

Step Three

Develop clarity and realism of purpose and goals - The organisations have shared goals and compatible values and are able to commit resources (time, personnel, financial etc.) to the partnership.

Step Four

Ensure commitment and ownership - Partners reach an understanding of how they can assist each other, and shared agreements are developed and documented e.g. a memorandum of understanding

Step Five

Develop and maintain trust - There are regular, open, transparent lines of communication, opportunities, both formal and informal, to provide feedback, and accountable structures for joint decision making and conflict resolutions.

Step Six

Create clear and robust partnership arrangements - The terms and conditions of the partnership are clearly defined and agreed upon - including confidentiality and intellectual property policies, roles and responsibilities, timeframes etc.

Step Seven

Planning and implementation - Allocate personnel, finances, and other resources.

Step Eight

Monitor measure and learn - Regular evaluation is built into the partnership agreement.
