

**Administration on Development Disabilities
Technical Assistance Institute – Presentation Summary
Establishing and Maintaining Effective Partnerships
Wednesday, August 9, 2006, 11:45 a.m.**

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IN THE BEGINNING

ADD Grantees

Family Support 360

21 Implementation Grantees

9 Planning Grantees

YOUTH INFORMATION, TRAINING and RESOURCE CENTERS

15 Implementation Grantees

FAMILY SUPPORT 360 ACTIVITIES

Examples:

Central location or one-stop system for access to services

Family-centered/family directed processes

Culturally and linguistically appropriate programs

Education, training, mentoring and technical assistance

Eligibility assistance

Information and referral

YIC ACTIVITIES

Self-advocacy/leadership building

Peer mentoring

Employment programs

Education programs

Social networking

Independent living

Public education and awareness

Information and referral

TYPICAL PARTNERS

Consumers

Family members

Local service organizations

Schools

State-level social service and educational agencies

Universities

Businesses

KEY LEARNING

ADD TA Institute, Effective Partnerships

August 9, 2006, 11:00 a.m.

Take the time needed. The rate of change is the same for positive forces as it is for negative forces.

SIX TOOLS

1. Resources uncovered
2. Involvement selected
3. Strategies combined
4. Self-interests included
5. Actions started
6. Responsibilities lined-up

COMMUNICATION LOOP

Ask for contributions
Ask for information
Ask for active participation
Give frequent thanks
Supply summaries
Report steps to success

Talk up the people involved before talking about the results to be achieved.

STRATEGIC MAP

Desired End-Point equals RESULTS
ROI - Return on Investment - Obtain a return on our investment
Keep the strategic map in front of everyone at all times in all places. It's the glue that holds the partnership together.

UNCOVERING SELF-INTERESTS

- 1a. Interviewing: What must you get out of the group to be in the group?
- 1b. Guidelines: no identification, no recognizable responses, general themes
2. Flip chart listing: What hidden agendas have we experienced in past meetings?
3. Group talk: How to include self-interests, hidden agendas

KEY LEARNING

Taking the time to honor each others' agendas moves the group along faster

EFFECTIVE MEETINGS

Know the purpose
Choose the facilitator
Set the stage
Create the context
Manage the information
Set ground rules
Focus the discussion
Keep action minutes
Evaluate and celebrate

End on time

KEEP ACTION MINUTES

Attendance

Decisions Made

Responsibilities Taken

Progress Made

Purpose of Next Meeting

DECISION-MAKING

Authoritative

Consultative

Democratic

Consensual

Delegated

Key Decisions/Responsibilities

KEY LEARNING

We take action more quickly by planning meetings and making decisions more carefully.

TRUST IS - RELIANCE: We'll do what we say we'll do; **SUCCESS:** We'll achieve what we say we'll achieve

PERFORMANCE CHECKLIST

1. Unique resources uncovered
2. Appropriate involvement selected
3. Combined strategies mapped
4. Self-interests included
5. Decisions made & actions started
6. Responsibilities lined-up

KEY LEARNING

Partnerships get more done by taking more time to organize the pieces.

In the End is Our Beginning - **PERSEVERANCE AND BOLDNESS GENERALLY WIN**

RESOURCES

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This entire presentation and supplemental handout materials can be found at the following links: Power Point Presentation - http://www.ent-s-t.com/ADD_0806/08-09-06%20-%20001%20-%20Establishing%20Partnerships%20-%20M_Winer.pdf

Conducting Effective Meetings - http://www.ent-s-t.com/ADD_0806/08-09-06%20-%20002%20-%20Effective%20Meetings%20-%20M_Winer.pdf

Managing Conflict - http://www.ent-s-t.com/ADD_0806/08-09-06%20-%20003%20-%20Managing%20Conflicts%20-%20M_Winer.pdf

Action Minutes Template - http://www.ent-s-t.com/ADD_0806/08-09-06%20-%200004%20%20-%20Action%20Minutes%20-%20M_Winer.pdf

Decision Making: Conflict Control and Responsibility - http://www.ent-s-t.com/ADD_0806/08-09-06%20-%200005%20%20-%20Decision%20Making%20-%20M_Winer.pdf