# Identifying Needs and Opportunities for Collaboration

# Worksheet: Assessing the Readiness of Potential Partners to Collaborate

"Readiness" describes the degree to which an individual, group, organization, or community is both *psychologically prepared* and *motivated to commit resources* to address a specific problem or engage in a specific activity. In addition to assessing the readiness of your own team to collaborate, it's also helpful to do so for your potential partners. If you have limited time or resources to devote to collaboration-building activities, you may want to focus your efforts on connecting with partners who are more, rather than less, ready to collaborate.

This worksheet is designed to help you prioritize potential partners, based on their readiness to work with you. To complete this tool, draw on the knowledge and experience of current partners and/or other community members who know, or have worked with, these stakeholders. Once you are done, you will have a clearer sense of which potential partners are your low-hanging fruit—that is, most ready and able to collaborate with you at this time.

## Directions

In the chart on page 3:

1. **List** your potential partners. (If you completed the *Identifying New Partners* worksheet, you can use this list.)

2. **Assess** each partner's readiness to collaborate according to the following three criteria:

   ▪ **Motivation to Engage:** Willingness to engage in conversations around identified prevention issue(s) and work with your group. Indicators include:

   » Demonstrated interest in building relationships
   » Past collaborative relationships with other organizations
   » History of engagement with your initiative

- **Connection to Prevention Issue(s) and Related Problems:** Currently working on or has a strong interest in your prevention issue(s). Indicators include:

  » Leadership in the community around identified prevention issue(s) or related problems
  » Past connection with or collaboration on issues related to substance misuse and/or behavioral health-related issues
  » Currently addressing prevention issue(s) in their work
  » Targets populations involved with or affected by substance use and related problems

- **Capacity to Engage:** Having the necessary human or technical resources needed to collaborate. Indicators include:

  » Having the time, appropriate staff, and flexibility to collaborate
  » Having the knowledge, skills, and expertise needed to collaborate
  » Willingness and ability to share prevention resources

3. *Score* each criterion on a scale of 1 to 4, with 1 being least ready to engage and 4 being most. (Note: If you don't feel like you have enough information about a partner to score a particular criterion, you may want to consult your current partners or other sources in your community.)

4. *Total* each partner's motivation, connection, and capacity scores. Enter the score in the "Total Points" column.

5. *Rank* potential partners according to their scores (i.e., rank the highest score first, second highest second, etc.).

**Please Note:** If a particular criterion is especially important to you, you may want to assign a greater weight to it. For instance, if *motivation* is a priority, you can multiply each potential partner's motivation score by 2 (e.g., score is 3 | 3 x 2=6 | new score=6).

| Potential Partner | Motivation (1–4: 1 is low, 4 is high) | Connection to the Issue (1–4: 1 is low, 4 is high) | Capacity to Engage (1–4: 1 is low, 4 is high) | Total Points | Rank Partners (1, 2, 3, . . . according to highest score) |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

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|---|---|---|---|---|---|
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |