Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

Margaret Mead

**Pre-Implementation**

1. **Select a Facilitator**
   - To the extent possible include parents or service recipients.
   - Key leaders and decision makers
   - Include a variety of participants, i.e. big picture visionaries, strategists, practical nuts-and-bolts people, and process-oriented people.
   - Consider non-traditional partners.
   - Refrain from those likely to try and derail your efforts.

2. **Invite Participants**
   - The Greeting - Welcome and Thank and?
   - Set the Tone - Why we are here, preview agenda, working agreement, etc.
   - Housekeeping - restrooms, breaks, snacks, lunch, etc.
   - Icebreaker Activity - Two truths and a lie, You May Not Know, etc.

3. **Determine Your Focus and Desired Outcomes**
   - Pick date, time and secure the location.
   - Food or no food?
   - Prepare a supplies list and purchase them.
   - Determine need for additional support, i.e. set up & clean up, scribe, food prep.
   - Decide how to set up meeting room for maximum participation.

4. **Plan the Logistics**
   - Identify Potential Participants
   - The more the invitation process prepares community partners to participate, the more productive the collaborative will be.
   - In a written invitation articulate the value partners bring to your effort and what they will gain by participating.
   - Request an RSVP and then follow up in some fashion days prior to confirm attendance.

5. **Create an Agenda**
   - The Facilitator plays a vital role so put much thought into selection.
   - Someone who is comfortable with the role and is skilled at facilitating.
   - They must manage the group to achieve outcomes efficiently, i.e. listen, solicit group participation, take control.

6. **Implementation**
   - **1. Welcome & Housekeeping**
   - Introductions and Need Overview?
   - **2. Purposeful Activities**
   - Utilize 1-3 collaborative activities that will lead to the outcomes desired within the available time.
   - Activities: KJ Technique, Community Cafe, Sticky Wall
   - Activities are intended to help participants better understand client needs, identify existing resources, prioritize, strategize for solutions
   - **3. Summarize and Recognize what was accomplished.**
   - **4. Next Steps**
   - Identify what the group has learned about resources in their community.
   - Share any discoveries, insights, strategies or ideas generated as a result of the work that was done.
   - Summarize any plans developed by the group to create, expand, or improve recovery resources.
   - Decide as a collective group where the collaborative goes from here.
   - Schedule any follow up activities as necessary.
   - **5. Express gratitude and acknowledge the good work that was done.** and conclude.

7. **Determine how outcomes resulting from the collaborative work will be measured.** Track the impact over time.

8. **Determine how you will support and sustain momentum generated from the collaborative.**

9. **Wrap Up & Next Steps**
   - After the meeting:
   - Process feedback:
   - Evaluate the meeting:
   - Identify next steps:

10. **Easy Steps**
    - Select a Facilitator:
    - Invite Participants:
    - Determine Your Focus and Desired Outcomes:
    - Plan the Logistics:
    - Create an Agenda:

11. **Post-Implementation**
    - Follow-up Activities:
    - Determine how outcomes resulting from the collaborative work will be measured. Track the impact over time.
    - Determine how you will support and sustain momentum generated from the collaborative.