PARTNERSHIP CHECK-IN MEETING TIPS

A core element of aligned, responsive implementation within any partnership is building trust and relationships. We encourage partners to communicate continuously and engage in opportunities to connect, share, collaborate, celebrate, and learn together. When establishing expectations at the beginning of the partnership, set up clear and regular communication for progress and goals. Include time to give and receive feedback to support the continuous improvement of the program(s) and partnership. Collaborate to decide what topics you will cover and what your partnership check-in meetings will look like.

Here are some topics to consider over the course of the year:

- Shared Vision and Goals for the Partnership
- Aligning Services with Needs
- Setting Expectations and Norms
- Defining Roles and Responsibilities and Shared Decision Making
- Program and Partnership Check-in: What's working well? What could improve?
- Data Review and Goal Setting
- Program Evaluation
- Sustainability: Funding and/or Succession Planning
- Planning for the Upcoming Year

For tools to apply during these meetings, check out https://ydekc.org/resource-center/partnership-toolkit/.

PARTNERSHIP CHECK-IN MEETING SAMPLE AGENDA:

Monthly Partnership Check-In Meeting

Date:

Attendees:

Agenda:

➢ **Relationship Building:** *Authentic partners take time to get to know each other as people. You might pose a different question each time or consistently respond to the same prompt, such as "Share one highlight from the past week."*

➢ **Program and Partnership Check-in:** *In relation to both the program and the partnership process (such as your communication with each other), share your perspectives on how things have been going since you last met.*
   a. What's working well?
   b. What could improve?

➢ **Timely Topic:** *Choose a topic from the list above, or another topic that is relevant and timely for your partnership.*

➢ **Upcoming:** *Discuss opportunities, events, changes, etc. impacting the program and/or partnership that may occur between now and your next meeting.*

➢ **Action Steps:** *Clarify what actions will be taken, by whom, and by which date, based on today's conversation.*

➢ **Schedule Next Meeting:** *Set up the date and time for your next meeting.*

➢ **Closing:** *Close the meeting with a reflection, expression of gratitude, or other form of closing*