

Building Productive Partnerships in Adult Education

Webinar



Activity Book

Institute for the Professional Development of Adult Educators

WEBINAR ACTIVITY BOOK

Building Productive Partnerships in Adult Education

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Guiding Questions

Slide(s)	Guiding Questions	My Thoughts
6-15	What are the 4 stages of partnership building?	
14	What are the most important components of a memorandum of understanding (MOU) with a partner?	
15	Select the most important activity at the harvest stage of partnership building.	
16-25	What are the different categories of partnerships based on Hillsborough County Schools' examples?	

Disclaimer

- Understanding of the stages of partnership development, from formation to implementation, maintenance, and achievement of goals, is important.
- The processes are not linear and rigid, but flexible and repetitive.
- There is considerable overlap between one stage and another.
- Personal and collective judgements are crucial.
- Early stages of development depend on the “baseline” commitment and abilities of the stakeholders.
- This presentation is NOT complete or conclusive checklist for building partnerships but rather an ongoing issue that stimulates m

Guide to Building Partnerships

We will use the analogy of farming to make the concept of building partnerships somewhat easier to visualize.

- Preparing the field
- Sowing the seed
- Nurturing the growing plants with the right tools to ensure a good harvest

Reflection:

What other activities could be similar to building partnerships?

Stage 1: Preparing the Field

- Mutual need – Interdependence. We need each other to accomplish a task.
- Vision – What do we, as a partnership, wish to accomplish? Vision guides the partnership mission, protocols, and constitution.
- Mission – How and in what ways are we going to accomplish our task?
- Value systems – Do we, as stakeholders, value similar things in the same way and to the same extent?
- Inclusion – What kind of stakeholders do we require as future partners?
- Wavelength – Are we all on the same “wavelength”?
- Simple language – Are we all “speaking the same language”?
- Cultures – Are there differences in the working cultures of our potential partners?

Helpful tips:

- Identify the stakeholders.
- Communicate with them.
- Set meetings.
- Are all potential stakeholders represented?
- Do any of these agencies have any previous experience of working together?
- Are there any historical or traditional barriers between the agencies?
- Is any jargon or technical language used that could be a barrier?
- How do stakeholders feel about establishing a partnership?
- Are there any barriers to developing a common vision?

Stage 2: Sowing the Seeds

Catalyst – Is a facilitating agency required to bring the stakeholders together as partners?

Scope and view of the partnership – Are the objectives of the partnership many and overwhelming or few and manageable?

Representation – Have we contacted as many agencies, constituencies, and organizations as we think necessary to solve the problem?

Priorities – What are the priority issues and concerns that are common to all our agencies?

Accountability – To whom are we accountable? Our organizations, the community and general public, or the donor?

Rules, roles, responsibilities, and duties – All require clarity and may need to be written down.

Communication – How are we going to have timely, consistent, useful, and comfortable communication that meets our needs?

Democratic consensus and consultation – How democratic are we going to be? Democracy can sometimes be very time-consuming – how can we get a quick decision when necessary?

Power – Is the distribution of power in the partnership a negative or positive factor?

Socialization – The partners need this at an early stage in order to be comfortable with one another.

Skills and expertise – Do we collectively, as a partnership, have the skills necessary to accomplish our aims?

Funding cycles – Are we aware of the different financial calendars of the partners and how they affect the timing of the inputs?

Helpful Tips:

- Establish communication channels.
- Ensure the free flow of information.
- Revisit representation.

- Define structure and management of the partnership.
- Provide by-laws, rules, and procedures.
- Check for the required skills and competencies.
- Plan for training and development.
- Monitor the formal and informal power-bases.
- Hold social events.
- Attempt to secure long-term financial commitments.
- Harmonize program needs with donor funding cycles.

Stage 3: Weeding and Tending the Growing Plants

- Frozen and latent periods – Is there a time difference between formation of the partnership and acquisition of funds for implementation?
- Strategy – Are we going to roll out the partnership’s projects one by one or will everything start at the same time?
- Time frames – Is it likely that the projects can be undertaken in the proposed time frames? Are the time frames realistic or too ambitious?
- Coordination – Is there good coordination between the implementing agencies? Is there any fragmentation or duplication?
- Compatibility – Are there any signs of incompatibility, tensions, competition, or conflict between organizations or individuals?
- Urgency – Are we aware that DOTS expansion is urgently needed and that the partnership is for action rather than just talking.
- Direction – Are we overlooking anything important that might have been pushed aside in the rush?
- Evaluation and monitoring – What, how, where, who, why? Knowing the past is the basis for improving the future.

Helpful Tips:

- Draw up and communicate the strategy clearly.
- Finalize the “direction” of the projects.
- Capitalize on opportunities and enthusiasm.
- Coordinate actions and programs.
- Watch out for incompatibilities.
- Ensure that time frames are realistic and that deadlines are met.
- Plan and evaluate both partnership and intended change.

Stage 4: Harvesting

- Routine of partnership – Are the partnership operations now settled and embedded in the routines of the participating agencies?
- Maintain linkages – Preserve, nurture, and expand the relationships that have been forged.
- Interim reports – What “proof” and indicators of partnership success does the donor require? How often is feedback provided and what is its quality?
- Continuity – Today’s problems come from yesterday’s solutions. Plan early for sustainability and anticipate the unexpected or worst-case scenarios.

Helpful Tips:

- Establish partnership working as the “usual way of doing business.”
- Facilitate the institutionalization of programs.
- Build on connections and capital.
- Maintain the momentum and vigor of the partnership.
- Report to donors, seek further grants, look for new sponsors.

MOU Standard Components

- I. Scope of Service
- II. Period of Agreement
- III. Compensation
- IV. Termination of Agreement
- V. Recordkeeping Requirements
- VI. Statement of Assurance
- VII. Notification Requirement
- VIII. Indemnification Requirements
- IX. Compliance with Jessica Lunsford Act
- X. Severability
- XI. Language and Form
- XII. Confidentiality
- XIII. Notice
- XIV. Modification
- XV. Force Majeure
- XVI. Signatures

Hillsborough County Public Schools' Partnerships

Education and Training Provider Partners

- Hillsborough Technical Colleges
- Hillsborough Community College
- Finlay Institute of Nursing

- Ana G. Mendez University
- Concierge Healthcare Training Center
- C.N.A. Technical Center

Reflection:

List some prospective Education and Training Providers that you can build partnerships with. What things should you have in place to form these partnerships?

Non-Traditional Provider Partners

- Lutheran Services Florida
- Catholic Charities
- Gulf Coast Jewish Family and Community Services
- Hillsborough County Public Library Cooperative
- Children's Board of Hillsborough County
- Hillsborough Literacy Council
- Falkenburg Jail

Reflection:

List some prospective Non-Traditional Providers that you can build partnerships with. What things should you have in place to form these partnerships?

Human Resources and Public Services Partners

- Tampa Housing Authority
- Department of Children and Families
- United States Citizenship and Immigration Service (USCIS Tampa Office)
- Drug Abuse Comprehensive Coordinating Office (DACCO)
- Hillsborough Area Regional Transit Authority (HART)
- Dress for Success Tampa Bay
- Urban League of Hillsborough County
- Hillsborough County Family Opportunity Centers

Reflection:

List some prospective Human Resources and Public Services that you can build partnerships with. What things should you have in place to form these partnerships?

Workforce Development Organization Partners

- CareerSource Tampa Bay
- Job Corps
- Eckerd Connects
- Lutheran Services Florida

Reflection:

List some prospective Workforce Development Organizations that you can build partnerships with. What things should you have in place to form these partnerships?

Economic Development Agency Partners

- Hillsborough County Social Services
- University Area Community Development Center
- Hillsborough County Parks and Recreation
- City of Tampa
- Hillsborough County Board of County Commissioners
- Community Development Center of Tampa

Reflection:

List some prospective Economic Development Agencies that you can build partnerships with. What things should you have in place to form these partnerships?

Community and Faith-Based Organization Partners

- Idlewild Baptist Church
- Mission Hill Church
- San Jose Mission

- Iglesia Bautista Bethel
- Hope Street Church
- Salvation Army
- Metropolitan Ministries
- United Way Suncoast
- Prospera USA

Reflection:

List some prospective Community and Faith-Based Organizations that you can build partnerships with. What things should you have in place to form these partnerships?

Employer Partners

- Butler Drone Solutions
- Tampa Bay Fisheries
- Fanatics, Inc.
- Palm River Road Marriott and Hilton Hotels
- Ironworkers Union
- Tampa General Hospital
- Seminole Hard Rock
- Tampa International Airport
- Paradies Lagardère

Reflection:

List some prospective Employers that you can build partnerships with. What things should you have in place to form these partnerships?
