



**LAES has developed a series of immigrant issue instructional modules entitled "Tierra de Oportunidad" for orientation to our complex society.**

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## **Collaboration**

Collaboration is telling yourself, "I need the help of others to do this job well". There are five major steps to successful collaboration.

### **1. Getting together**

Collaboration may begin when a couple of neighbors decide to act together to address a problem or situation in the community. A problem or situation that can not be solved by the individual. The neighbors organize and become partners and involve the right people, diverse people with commitment.

The partners becomes a collaborative. They make a commitment to collaborate by agreeing on a unifying theme, establishing shared leadership and roles, setting ground rules, and securing financial resources for the collaborative's planning efforts. During each step, partners reflect and celebrate what has happened and what was accomplished.

### **2. Building trust and ownership**

It is very important that the partners develop the kind of trust that present a united front against obstacles. Partners develop a base of common knowledge by learning as much as possible about each other's beliefs, goals, objectives, cultures and working constrains.

The collaborative conducts a community survey to gather information on the problem or situation, its positive and negative effects on the neighborhood, existing efforts to solve it, and barriers to the resolution.

Partners define a shared vision and goals. The collaborative develops a mission statement and publicizes it to the community. The collaborative reflects and celebrates what was learned and what was accomplished.

### **3. Developing a strategic plan**

Partners must recognize that good planning takes time. Good planning prevents poor performance. The collaborative focuses on a specific neighborhood problem. The collaborative conducts a neighborhood analysis for an in-depth picture of the neighborhood's leadership, assets, needs, and existing resources.

The collaborative defines target outcomes that will drive its activities design. The collaborative invites public and private agencies to participate. The collaborative designs a prototype by using a carefully formulated set of criteria intended to cause change

Partners develop the technical tools of collaboration, such as management information systems, databases, and develop techniques for capturing data. The collaborative formalizes interagency relationships. The collaborative reflects and celebrates its work and its accomplishments.

#### **4. Taking Action**

Implementation will test the vision and commitment not only of the collaborative but of the individuals. The collaborative agrees on the strategies (who, what, when, where, how) for carrying out the tasks.

Partners implement an outreach strategy to make sure that all neighbors are well informed of the goals and objectives of the collaborative and may help carrying out the tasks, if they so wish. The collaborative incorporates sensitivity to race, culture, gender and disabilities in its outreach efforts. Progress is evaluated. The collaborative reflects and celebrates its implementation experience.

#### **5. Expanding**

"Going to scale" means adapting a successful process to other situations and in other arenas so that the collaborative practices can affect entire communities. Partners adapt and expand the prototype. Partners develop a pool of collaborative leaders. Partners devise a long range financing strategy to generate permanent resources for restructured services. Partners continue to build and maintain a community constituency by communicating the collaborative's restructured objectives. The collaborative reflects and celebrates its success.

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