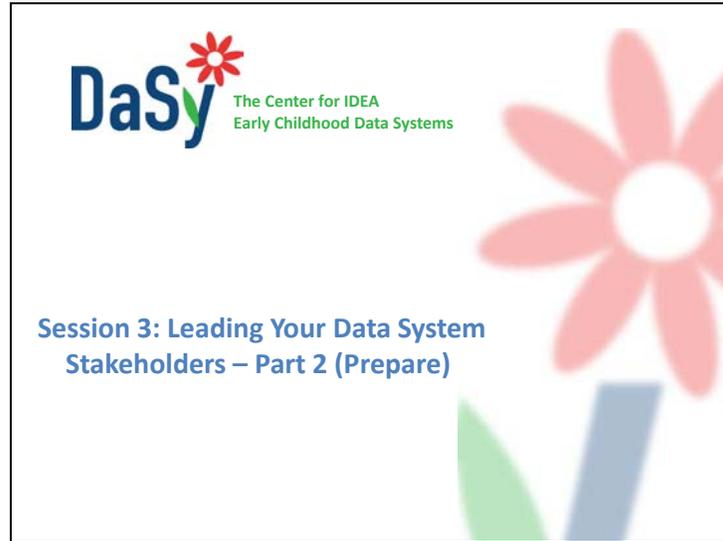


Slide 1



Welcome to Leading Your Data System Stakeholders – Part 2. This presentation builds on your understanding of the Inform Stage and provides the information you need to lead stakeholders in Stage 2, Prepare.

Leading Your Stakeholders Stage 2: Prepare

In your role as a leader of stakeholders :

- Create and share goals for the data system work
- Communicate and guide collaboration and shared problem solving among stakeholders
- Identify information stakeholders may need to fully participate
- Clearly articulate expectations for stakeholder participation
- Lead in thoughtful and specific ways



After informing your stakeholders of the vision for the work and the importance of their involvement, you progress to supporting them in Stage 2, Prepare. Your main task as a leader during the Prepare stage is to create and share your goals for the data systems work. This stage includes preparing stakeholders for interaction with you and others in ways that allow everyone to voice unique perspectives, while at the same time collaborating and problem-solving with others. Stakeholders may need additional information to participate fully. Clear statements and expectations are part of any effective process.

As we take a more in depth look at the Prepare stage, think about how this work differs for formal processes versus informal processes. Regardless of whether you are hosting large groups, meeting over time, or using informal methods to lead your stakeholders, you need to achieve the activities within the Prepare Stage in thoughtful and specific ways.

Leading Your Stakeholders

by communicating and guiding

Communicate and guide collaboration and shared problem-solving among stakeholders

- Invite unique perspectives and use group process techniques to ensure each voice is heard
- Establish ground rules and timelines
- Involve stakeholders through a variety of ways that ensure equal access and opportunities to participate




Communication with stakeholders is ongoing throughout stakeholder engagement. In leading stakeholders, it is your responsibility to invite unique perspectives and ensure that each voice is heard. Establishing ground rules, setting timelines, and using templates for the work are helpful supports. A well-designed and well-implemented process ensures the work moves towards meeting the expectations of everyone involved.

Collaboration across stakeholders is also important. As a leader in data systems work, consider how you will involve stakeholders who collaborate through email, surveys, feedback forms, or conversation. Think about using methods that ensure equal access to giving feedback, like surveys, and how you will communicate that access to the individuals. It could be a message on your website or an email sent to a group at the same time. Either way, the message needs to contain communication that emphasizes how supplying their individual input is part of a collaborative process.

Leading Your Stakeholders

by identifying information

Identify information stakeholders need to actively participate

- Share resources to support learning
- Provide a safe forum for stakeholders to ask questions, share information, and confirm understandings
- Seek input from stakeholders to identify topics where additional knowledge is needed
- Periodically review and revise methods for gathering input from stakeholders



Continue to identify points along the way where stakeholders require specialized support from you as a leader, to build the sufficient knowledge needed to participate in the work. Capitalize on the knowledge and experience of your stakeholders and provide a forum for them to share information. Confirm their understanding of new concepts and ask questions.

Seek input from stakeholders to identify topics where additional knowledge is needed. Periodically review and revise, as needed, the methods for gathering input from stakeholders. Use email lists, phone conversations, and secure websites to share information electronically between meetings. Host webinars instead of face to face meetings, or use surveys to get input. There may even be times when you'll switch from the formal process to less formal ways of gathering input to maximize the use of everyone's time and resources. After using less formal methods, the time may come for a more formal gathering. As the leader, be creative in the ways you gather information from your stakeholders based on their roles and perspectives.

Leading Your Stakeholders

by articulating expectations

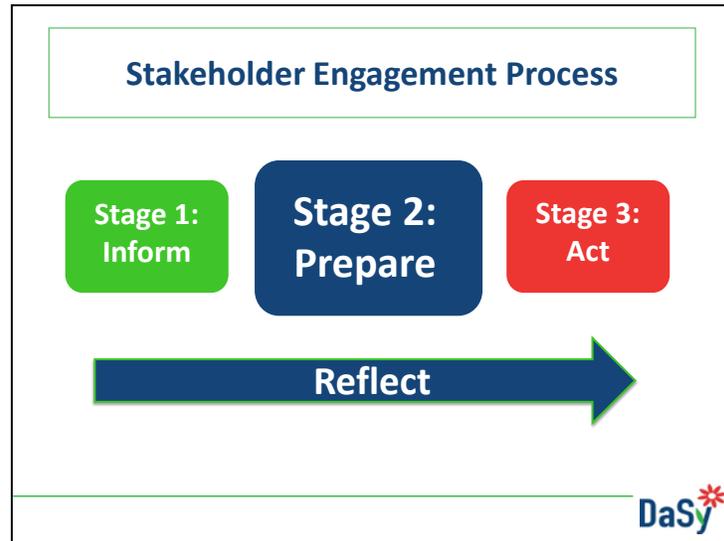
Articulate expectations for stakeholder participation

- Communicate the scope of the commitment
- Plan time for stakeholders to gain any needed approval to be involved and schedule their availability
- Provide documentation for stakeholders and their supervisors to ensure participation



Ultimately, successful preparation allows you as the leader to communicate the expectations for all stakeholders. This communication allows stakeholders to obtain the necessary approvals from their program or agency for their involvement as a representative. Stakeholders may require additional documentation for approval. Clear communication helps your stakeholders accurately convey the nature of the work to others in accordance with the guidelines for confidentiality you establish.

Slide 6



Now let's move on to the Act Stage and conclude with a focus on the importance of reflection throughout the Stakeholder Engagement Process.