A 10-STEP QUICK-START GUIDE TO
COLLABORATING EFFECTIVELY IN A CRISIS

1. Listen to Members’ Needs
   Determine how the situation impacts your members, their students and families, and the community at large.
   • How are you listening to members?
   • What are their concerns and needs?
   • How do needs differ across groups?

2. Partner with Administrators
   Identify the crisis, reach out, and partner to develop and implement solutions.
   • Who will you approach?
   • What is your partnership ask/offer?
   • How will members participate?

3. Create Commitments
   Identify shared areas of focus that all parties agree to. Document these agreements.
   • What are the common priorities?
   • What do you need to commit to each other to work toward them together?

4. Form Teams and Committees
   Work with administrators to form diverse teams and committees to share in the problem-solving.
   • Who is setting goals and guiding problem solving?
   • Who is implementing solutions?

5. Create Shared Goals and Objectives
   Determine shared goals and select measurable objectives.
   • What do you want to accomplish? When?
   • What will it take to get there?
   • What’s your action plan?
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6 Establish Support Resources
Identify and secure the resources that are required to help you achieve your goals and objectives.
- What resources are required to meet your objectives?
- Where will those resources come from?

7 Create a Communication Plan
Keep your members and stakeholders informed. Determine how and when you will communicate the work.
- How will you update your members and stakeholders?
- What communication methods will you use?

8 Understand Decision-Making
Establish decision-making norms that protect the integrity of the work and the collaborative dynamic.
- Which decisions will you make jointly or with consultation?
- Which are best made unilaterally?

9 Monitor Progress & Impact
Set a schedule and designate a process to periodically review your plan and progress.
- How is the plan going?
- Are adjustments necessary?
- How will you document progress?

10 Reflect. The crisis has ended!
Think about the important structures you’ve established as you look towards a brighter future.
- How well did you meet your goals?
- What structures might you keep to continue collaborative decision making?