Collaborative Leadership Checklist

Directions: Put a check next to the recommended accomplishments to see if you are helping your coalition to successfully collaborate. Possible "areas of improvement" are any of the sections in which you have checked "no."

Accomplishments	Yes	No
Help the group set norms – for meetings, communication, and general operation that encourage respect, participation and trust.		
Assure that everyone gets heard. Actively solicit opinions of those that have not spoken at meetings. Record everyone's ideas.		
Communicate news and developments to people on a regular basis, giving others a chance to respond.		
Invite all community organizations to become involved and encourage members to do the same.		
Help people make connections with those who might have formally been seen as competitors or enemies by providing an open and honest atmosphere. Provide time for people to get to know one another.		
Mediate conflicts and disputes through creative resolutions.		
Create mechanisms for soliciting ideas such as brainstorming research and gaining knowledge of non-members that can assist in helping the coalition examine complex issues.		
Avoid having small groups run away with projects. Ideas should be brought to the large group first.		
Push the group to be effective by coming to decisions after there has been enough discussion.		
Help the group create logic models and action plans.		
Assist people in planning for the implementation and evaluation of projects and programs, holding them accountable for tasks they commit to.		
Pick initial projects that are doable to build confidence and demonstrate collaborative success.		
Be realistic about what the group can take on at any given time.		
Help the coalition identify and obtain the necessary resources to do the work.		
Protect an open process by allowing yourself no predetermined decisions until after the coalition has had a chance to discuss.		
Keep the group focused on the coalition's mission, vision and goals rather than on individual's interest.		
Motivate the group, keeping them focused on the goals, and encouraging new ideas.		
Be flexible in dealings with people and ideas; sacrifice the need to satisfy your own ego.		
Be protective of the inclusive, open, collaborative process.		
Encourage new leadership from within the group, stepping aside- temporarily or permanently-when appropriate.		