



1-on-1 Partnership Check-in Meeting Topics and Outline

Purpose: A core element of aligned, responsive implementation within any partnership is building trust and relationships. We encourage partners to communicate continuously and engage in opportunities to connect, share, collaborate, celebrate, and learn together. When establishing expectations at the beginning of the partnership, set up clear and regular communication on progress and goals. Include time to give and receive feedback to support the continuous improvement of the program(s) and partnership.

How to use this tool: Schedule meetings on a consistent schedule, e.g. every 1st Friday at 10 a.m. or quarterly on the 3rd Tuesday. Collaborate to decide on topics and flow for your meetings.

SAMPLE TOPICS: Here are some topics to consider over the course of the year for meetings between a school lead and community partner.

Shared Vision

- Shared Vision and Goals for the Partnership
- Aligning Services with Needs

Leadership

- Setting Expectations and Norms
- Defining or Reviewing Roles and Responsibilities
- Decision-Making – What decisions are coming up that involve both partners? What input is needed?

Coordination

- Engagement and Coordination with the School Community or Other Partners
- Distribution and Coordination of Resources (e.g. space)

Aligned, Responsive Implementation

- Program Check-in: What's working well? What could improve?
- Partnership Check-in: What's working well? What could improve?
- Upcoming Opportunities, Events, and Changes: What's coming up that may influence or impact the partnership?

Shared Accountability

- Data Review and Goal Setting
- School and Program Evaluation: How well are we meeting our outcomes?
- Sustainability: Funding and/or Succession Planning



ADAPTABLE 1-ON-1 PARTNERSHIP CHECK-IN MEETING OUTLINE

Date:

Attendees:

Agenda

1. **Opening:** *Build relationships by asking a community building question or sharing a school or program highlight.*

2. **Program and Partnership Check-in:**

3. **Timely Topic:** *Choose a topic from the list above, or another topic that is relevant and timely for your partnership.*

4. **Upcoming:**

5. **Action Steps:** *Clarify what actions will be taken, by whom, and by which date, based on today's conversation.*

6. **Closing:** *Close the meeting with a reflection, expression of gratitude, or other form of closing*