

Community Partnerships for Adult Learning

SELF-ASSESSMENT TOOL



This assessment tool is intended for use by community organizations to help them evaluate their adult education partnerships. It is not intended to be exhaustive; it should serve as a starting point to initiate planning, program evaluation and improvement, and to locate resources on this site to support these efforts.

Because this tool assesses diverse partnerships of varying compositions, locations, and purposes, the answers to the questions are intended only to give a general sense of how a partnership stacks up against the criteria. Not every question will apply perfectly to every partnership, so users should just exercise their best judgment in answering. Similarly, the criteria will not necessarily fit every partnership and should be viewed as general guidelines for improvement.

This tool is organized by the following topic areas drawn from the experiences of the twelve partnerships studied by the C-PAL initiative.

- *Selecting the right partners*
- *Managing the partnership*
- *Leveraging resources*
- *Coordinating services*
- *Communicating and marketing*

Please note that the pdf version of this self-assessment tool can be printed and used by partners to assess their partnerships. However, to get your assessment results and resource suggestions, you must enter the answers to each question online.

I. Selecting the Right Partners

- I.1. Does the partnership include all organizations/individuals necessary to carry out its goals?
 Yes No
- I.2. Do the types of partners align with the central mission of the partnership (i.e., business partners are key members of partnerships focused on workforce development)?
 Yes No
- I.3. Do all partners share a high level of commitment to adult learners and a client-centered approach to service?
 Yes No
- I.4. To foster stability and continuity in the partnership, does the partnership include a mix of large stable organizations and smaller, more flexible ones?
 Yes No
- I.5. Are partners able to set aside their own agendas, when necessary, to respond to the needs of the learners and the community?
 Yes No

- I.6. Are partners open-minded and willing to consider different approaches to accomplishing their tasks?
 Yes No
- I.7. Do partners respect and trust each other?
 Yes No
- I.8. Are partners' roles and responsibilities clearly defined and accepted by all partners?
 Yes No
- I.9. Do partners strive to be flexible and entrepreneurial so they can adapt to changes in the economy, workforce demands, funding, and leadership?
 Yes No
- I.10. Are partners represented by individuals with the authority to speak for their organizations?
 Yes No
- I.11. Are the leaders of partner organizations committed to the partnership to the extent that they secure buy-in from their staff and dedicate staff time to partnership activities?
 Yes No
- I.12. Does the partnership build on the strengths and resources of partners and established relationships in the community?
 Yes No
- I.13. Are community members who will be served by the partnership involved in the development of programs and services?
 Yes No

II. Managing the Partnership

- II.1. Does the partnership establish common, agreed-upon goals based on the needs of the community?
 Yes No
- II.2. Does the partnership regularly assess community interests and needs and the demands of the local job market through surveys, focus groups, and/or analyzing census and other relevant data?
 Yes No
- II.3. Does the partnership modify its goals and activities in response to the assessment of community interests and needs?
 Yes No
- II.4. Does the partnership set targets/benchmarks for meeting its goals?
 Yes No

II.5. Does a strong leader or leadership group coordinate the partnership according to the goals established by the partners?

Yes No

II.6. Does an advisory group guide the leadership?

Yes No

II.7. Does the advisory group consist of individuals and organizations with an interest in adult education and workforce and economic development and include adult learners?

Yes No

II.8. Do partners regularly collect and use data to evaluate the progress of the partnership?

Yes No

II.9. Does the partnership modify its operations based on the outcomes of its evaluation?

Yes No

II.10. Do partners hold each other accountable for meeting goals and carrying out tasks?

Yes No

II.11. Can the partnership remove a partner when that partner no longer contributes to the partnership's mission or when the partner's "agenda" conflicts with that of the partnership?

Yes No

II.12. Is there support for leadership development among partners and within the community (e.g., partners provide leadership training for the advisory group)?

Yes No

II.13. Do more experienced partners mentor less experienced partners?

Yes No

II.14. Is leadership is cultivated and shared so the partnership can survive changes in management?

Yes No

III. Leveraging Resources

III.1. Do partners pool their funds and other resources to improve programs and serve more adults?

Yes No

III.2. Do partners rely on multiple funding sources?

Yes No

III.3. Do partners submit joint grant applications and collaborate on other fundraising efforts?

Yes No

- III.4. Do partners avoid competing with each other for the same funds?
 Yes No
- III.5. Do partners help each other find funds and other resources?
 Yes No
- III.6. Do partners provide in-kind support (such as materials, instructors, volunteers, social services, technology expertise, classroom and office space, transportation vouchers, equipment, etc.) to one another?
 Yes No
- III.7. Do partners share recruitment efforts?
 Yes No
- III.8. Do partners collaborate on curriculum and instructional materials?
 Yes No

IV. Coordinating Services

- IV.1. Do partners have some sort of agreement (an informal oral agreement or a more formal written agreement) that governs their coordination of services?
 Yes No
- IV.2. Do service provider partners conduct intake and assessment of new learners collaboratively or in one location?
 Yes No
- IV.3. Do provider partners collaborate on professional development for administrators, instructors, and tutors?
 Yes No
- IV.4. Do partners review learner outcomes regularly to determine if any changes are necessary in administrative procedures, curriculum, or instruction?
 Yes No
- IV.5. Do partners share information about learner needs and refer learners to one another?
 Yes No
- IV.6. Do partners cross-train staff so that they are familiar with the services offered by all partner agencies, can inform learners about partner services, and can make appropriate referrals?
 Yes No
- IV.7. Do partners identify gaps in service and work together to try to fill them?
 Yes No
- IV.8. Do partners provide complementary resources and services, avoiding duplication and supplementing their own services with those of their partners (such as assistance with transportation, childcare, and healthcare)?
 Yes No

IV.9. Do partners host joint programs (e.g., classes, fundraisers, field trips)?
 Yes No

IV.10. Do partners publish a joint schedule of classes?
 Yes No

IV.11. Do instructors from partner organizations share expertise, ideas, and materials?
 Yes No

IV.12. Do instructors develop curriculum and supporting materials collaboratively?
 Yes No

IV.13. Do partners address the needs of hard-to-serve learners collaboratively?
 Yes No

V. Communicating and Marketing

V.1. Do partners and the advisory group meet regularly, either formally or informally, to share information, make decisions, review progress, and plan for the future?
 Yes No

V.2. Do partners and the advisory group communicate between meetings by e-mail, telephone, visits, and other means?
 Yes No

V.3. Is the partnership decision-making process clear and based on open communication among partners?
 Yes No

V.4. Do service provider partners locate offices in same facility or nearby, where possible, to facilitate communication among partners and reduce barriers for learners?
 Yes No

V.5. Do partners document procedures (e.g., for meetings, communications, recruitment of partners, etc.)?
 Yes No

V.6. Do partners invite a variety of community members to attend partner and advisory group meetings, as well as special events (learner graduation or awards ceremonies, etc.)?
 Yes No

V.7. Do partners attend community meetings to keep abreast of issues related to literacy and workforce development and to inform the community about available programs and services?
 Yes No

V.8. Does the partnership publish and disseminate a newsletter for the community (local government, businesses, libraries, churches, public schools, etc.)?

Yes No

V.9. Do partners host a joint website describing their programs and services?

Yes No

V.10. Do partners host joint activities to publicize their services and raise funds?

Yes No

V.11. Do partners include information about each other's services in their own publications?

Yes No

V.12. Do partners publicize services in a variety of ways, such as flyers, posters, ads, direct mail, TV, radio, information sent home with students, etc.?

Yes No

V.13. Do partners use varied outreach and recruitment strategies (for example, newspaper advertising, flyers, radio and TV ads, bus and subway signs, websites) to reach learners, instructors, and volunteers?

Yes No

V.14. Are outreach materials and public service announcements provided in both English and other languages spoken by target audiences?

Yes No

V.15. Does the partnership hold events that bring together staff, volunteers, learners, and other community members to get feedback and input for planning future programs and services?

Yes No