

**Directions for completing this form:** Place the title of your workshop in the space indicated, followed by the name and contact information for each of the presenters. Provide a brief description of your workshop by placing the cursor on the line below “Brief Description” and commence typing. To complete the “Topical Outline”, place cursor next to each Roman numeral and begin typing. Then place the cursor next to the “a.” to begin listing sub-topics. To list more than one sub-topic, push “Enter” and “b.” should appear on the next line, and so on. Place the cursor on the line under “Notes” to begin providing your notes. To list bibliographic information, place the cursor next to “1.” and start typing. Push “Enter” to move on to “2.” and etc.

## ABA / NLADA 2009 Equal Justice Conference

“Fostering Information Sharing and Collaboration to Maximize Successful  
Team/Partnership Efforts” (WSR\_114)

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**Brief Description:** This is a nuts and bolts workshop on what it takes to start and sustain a collaborative effort. Topics discussed include the continuum of going from cooperation to collaboration; the benefits of collaboration; challenges and barriers to collaboration; where to start; how to overcome barriers and challenges to collaboration; and essential elements to strengthen your collaboration. Examples of successful collaborative efforts will also be discussed.

### **Topical Outline:**

- I. Defining Cooperation, Coordination, and Collaboration**
  - a. The difference between cooperation, coordination, and collaboration
  - b. The continuum of going from cooperative/team projects to collaborations and partnerships
  
- II. When and Why to Partner or Collaborate**
  - a. A desire to work together, to solve a specific problem
  - b. A common purpose, shared vision
  - c. A desire to improve efficiency and effectiveness (i.e. eliminate duplication of efforts, more efficient use of time, talents, and services, use of integration techniques)
  - d. To better meet customer/client needs
  - e. Strong desire to share and exchange information that benefit all involved
  - f. The nature of the work necessitates collaborative efforts
  - g. To be innovative or try something new
  - h. To obtain funding or support
  
- III. Challenges and Barriers to Collaboration**
  - a. Lack of resources (internal or external)
  - b. Limited experiences with collaborating
  - c. Lack of role clarity (internal or external)
  - d. Unsure of who to partner or collaborate with or the benefits of the potential collaborative effort

- e. Power differences between partners
- f. Fear of compromising mission of organization
- g. Lack of leadership support for collaborative effort(s)
- h. Lack of trust and confidence between potential partners
- i. Lack of information sharing and/or poor or strained communication between potential partners
- j. Geographic, confidentiality and security issues
- k. Different levels of commitment between partners
- l. The structure and culture of the organization

**V. Developing a Strategy and Setting the Stage to Collaborate**

- m. Ongoing planning with research and idea exploration
- n. Setting up the infrastructure
- o. Identify specific barriers to the collaboration

**VI. Developing a Plan of Action to Overcoming Challenges and Barriers**

- a. Understanding roles and responsibilities of each partner
- b. Building trust and sustaining relationships
- c. Increasing information sharing
- d. Gaining leadership support, creating the right climate

**VII. Essential Elements to Strengthen Your Collaboration/Team Efforts**

- a. A succinct and flexible purpose
- b. Roles and responsibilities defined
- c. Frequent and open communication
- d. Strong and sustainable relationships
- e. Training and development
- f. Ongoing feedback and evaluation

**VIII. Examples of Successful Collaborative Efforts**

- a. The Virginia Partnership (GEAP grant)
- b. Capitol Region Grant Collaboration Network
- c. LawHelp, Pro Bono Net, Bench/Bar Collaborations
- d. Other successful collaborations

**IX. Scenario Exercises**

**Notes: Handouts below will provide additional information to participants attending this workshop.**

**Handouts:**

1. "Starting and Sustaining Collaborations and Partnerships: Tools, Resources, and References."
2. "Fostering Information Sharing: Tips on Communicating Effectively."
3. "Tips to Overcome Barriers to Collaboration."
4. "The Virginia GEAP Partnership."