

**Pre-Employment:
New Directions for
Newfoundland & Labrador**

**VOLUME II
Appendix 7.0**

**“How to Develop
Partnerships - A Brief Guide”**

**St. John's
Newfoundland**

2000

HOW TO DEVELOP PARTNERSHIPS.....A BRIEF GUIDE

The National Association of Partners in Education Inc., (NAPE) says there are 12 steps to designing and executing successful partnerships with Employers.

Step 1.	Awareness:	Key groups must be informed that a partnership is being built.
Step 2.	Needs Assessment:	Information is necessary to begin the goal-setting process.
Step 3.	Potential Resources:	Anyone who can help meet resource needs must be identified.
Step 4.	Goals and Objectives:	A clear purpose for the partnership must be stated and intended 'outcomes' must be identified.
Step 5.	Program Design:	A partnership must have strategies designed to meet its goals.
Step 6.	Partnership Management:	An administrative structure must be established to set roles and regulations of operation.
Step 7.	Recruitment:	People, organizations and those with resources must be engaged.
Step 8.	Assignment:	Jobs that need to be done must be matched with people who can do them.
Step 9.	Orientation:	Roles, rules, policies and procedures must be made clear to those who will use them.
Step 10.	Training:	Individuals and groups need training to carry out responsibilities.
Step 11.	Retention and Recognition:	Partners will re-enlist if they are rewarded to participation.
Step 12.	Monitoring and Evaluation:	Data must be collected and analysed to see if outcomes are met and improvements made.

Source: (Adapted) Utah Board of Education (1998).