ecta Early Childhood
Technical Assistance Center

Collaboration in Leadership Checklist

This checklist provides strategies leaders can use to promote collaboration within and across agencies and programs at the state and local level. Collaboration is essential to ensure that the educational, health and developmental needs of young children and families are being met.

State leaders may work with other state agency colleagues to raise funds, set new rules and plan new initiatives for young children and families. They may work with universities to ensure that professional development programs address the DEC Recommended Practices. At the local level, leaders may work across community agencies to make it easier for families to access services, or to raise community awareness about an issue the community is facing.

The checklist can be used as a self-evaluation tool to determine if collaboration is being incorporated at all levels of leadership.

Leader: _____   Date: _____

Please indicate the extent to which you use these practice characteristics as a leader:	Seldom or never (0 - 25%)	Some of the time (25 - 50%)	As often as I can (50 - 75%)	Most of the time (75 - 100%)	Notes
1. Understand other programs' and agencies' missions, visions, goals, and the services and supports they provide	☐	☐	☐	☐	
2. Establish working relationships with colleagues, beyond attending formal meetings	☐	☐	☐	☐	
3. Create transparency with open, respectful dialogue and discussion	☐	☐	☐	☐	
4. Practice democratic group problem solving or consensus decision making as appropriate to the issue at hand	☐	☐	☐	☐	
5. Recognize, promote, and demonstrate the mutual benefits of joint work	☐	☐	☐	☐	
6. Engage in planning and conducting cross-agency training and staff development opportunities	☐	☐	☐	☐	
7. Seek and support opportunities to work in partnership with other agency and program leaders to promote services and supports for all children and families	☐	☐	☐	☐	

This checklist is based upon the following *DEC Recommended Practices*: Leadership 6, 8, 9, 11, 12, 13, 14
The DEC Recommended Practices are available at http://dec-sped.org/recommendedpractices