**Communication and Engagement Worksheet**

1. Regardless of how simple or elaborate your current communication plan/strategy is, please jot down an immediate communication need and the audience that is critical to advance your work/ensure success of the next step of your implementation plan? (Could be internal state team, ICC, SEAC, providers, LEAs/EISs, parents, legislators, etc.)

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1. Thinking about the communication need noted above,
   1. Put an X on the level that most closely identifies where you currently are on the Leading by Convening Levels of Engagement handout at your table.

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| --- | --- | --- | --- | --- |
| **Operational Decision** | **Informing Level** | **Networking Level** | **Collaborating Level** | **Transforming Level** |
| **Key actions and behaviors that require your attention** | **Sharing/**  **Disseminating:**  **One-way communication** | **Exchanging:**  **Two-way communication** | **Engaging:**  **Working together on the issue over time** | **Committing to approach**  **issues through engagement and consensus building** |

b. Now circle the level that seems ideal for this communication need.

1. Use the table below to plan for the ideal level of engagement for communicating to stakeholders related to your SSIP Phase III work. Consider what resources are needed to move to the desired level identified in II.b. What method would you use (face-to-face meeting, newsletter, webinar, infographic document, full report, email, etc.)? What would the timeline be? How frequent would it occur? In what way would it occur, and who is responsible for carrying out the action?

Please complete the template below by mapping out one or two activities that would help shift this communication from the current level to the ideal level.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication Need** | |  | |  | |  |  |  |
| Activity 1 | Method of contact | | Frequency of contact | | Person Responsible | Start/End date | Resources needed | Expected outcome or response from activity? |
|  |  | |  | |  |  |  |  |
| Activity 2 | Method of contact | | Frequency of contact | | Person Responsible | Start/End date | Resources needed | Expected outcome or response from activity? |
|  |  | |  | |  |  |  |  |

V. Once you have completed the worksheet, briefly share (with your elbow partner or state team member) the activity and communication strategy you planned, and one or two steps you plan to take upon returning home.