

Key Steps in Engaging Multi-Sectoral Stakeholders

How ready are you to start engaging stakeholders from various sectors? Use the checklist to make sure you are not missing any key steps. Remember you can go back anytime to review the tips and tricks noted in the course's PowerPoint.

Checklist

	Yes	No	Unsure
• Have you identified the relevant sectors that can help you reach your high-level goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did you check if your high-level goals are aligned with those of other sectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you set the purpose of engaging with representatives from another sector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you identified the key stakeholders within these sectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you established an approach for contacting them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you drafted an invitation/ informal email or official letter that clearly communicates the aim of the collaboration for reaching out to potential stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have an understanding of who your stakeholders are and what they can bring to the table?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have an understanding of what are the expectations of your stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you made your own expectations clear to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know the level at which you want to engage key stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you set an engagement strategy? (method/s, how often, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have an agreement in place for data-sharing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you accounted for the necessary resources for the cross-sectoral engagement process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a plan for monitoring and evaluating the cross-sectoral engagement process and its outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a plan in place for dealing with potential barriers or conflicts in engaging with stakeholders from different sectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you defined the roles within your own team for the process of engaging with stakeholders from different sectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a plan for communicating and disseminating the outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>