



The Center for IDEA
Early Childhood Data Systems

Session 3: Leading Your Data System Stakeholders – Part 2 (Prepare)





Leading Your Stakeholders

Stage 2: Prepare

In your role as a leader of stakeholders :

- Create and share goals for the data system work
- Communicate and guide collaboration and shared problem solving among stakeholders
- Identify information stakeholders may need to fully participate
- Clearly articulate expectations for stakeholder participation
- Lead in thoughtful and specific ways

Leading Your Stakeholders

by communicating and guiding

Communicate and guide collaboration and shared problem-solving among stakeholders

- Invite unique perspectives and use group process techniques to ensure each voice is heard
- Establish ground rules and timelines
- Involve stakeholders through a variety of ways that ensure equal access and opportunities to participate



Leading Your Stakeholders

by identifying information

Identify information stakeholders need to actively participate

- Share resources to support learning
- Provide forum for stakeholders to share information and confirm understandings
- Seek input from stakeholders to identify topics where additional knowledge is needed
- Periodically review and revise methods for gathering input from stakeholders





Leading Your Stakeholders

by articulating expectations

Articulate expectations for stakeholder participation

- Communicate the scope of the commitment
- Plan time for stakeholders to gain any needed approval to be involved and schedule their availability
- Provide documentation for stakeholders and their supervisors to ensure participation



Stakeholder Engagement Process

**Stage 1:
Inform**

**Stage 2:
Prepare**

**Stage 3:
Act**

Reflect

