

Handout 17: Systems for Sharing

1. List your formal systems for sharing information, for example: logs, phone trees, newsletters, etc.

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Select from your list one system that you want to examine more closely. Circle it above, then answer the following questions:

- a. Why do we use this system?

- b. Who does it reach?

- c. Who doesn't it reach?

- d. Is there another system that reaches the people who aren't being reached by this one?

- e. How might this system be changed?

3. Summarize your recommendations by answering the following: How would you improve this system or an alternative to this system?

Handout 17: Systems for Sharing (continued)

Work Plan: Use the ideas from both your small group and others in this workshop to develop a plan for implementing changes in your program's communication systems.

1. What system will be changed? _____

2. How will it be changed? _____

3. Who will need to be involved in making these changes?

Staff

Parents
(or representative group,
i.e., working parents)

Others
(from the community
who can help)

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Outline three steps to take to begin to implement changes in this communication system.

Step 1 _____

Step 2 _____

Step 3 _____

5. How will you know that this change has been successfully implemented? (i.e., what will you look for?)
