# Housing Stabilization Learning Cohort
# Effective Core Team Checklist

As part of the Housing Stabilization Learning Cohort (HSLC), you will be building a local team that will organize and lead the work in your community. Your local Core Prevention Team (Core Team) should be a diverse, representative group that includes people with lived experience of homelessness. Consider the indicators & characteristics of successful, effective teams below as you develop your local plan.

## Key Indicators of an Effective Core Team

Core Teams can have a variety of functions and roles, which may vary at different times during the work, depending on the key activities you are focusing on. Regardless of what your focus is, you should build a Core Team that can do the following:

- ☐ **Catalyze systems change** within the prevention/homelessness system
- ☐ **Design and implement** a Coordinated Prevention Plan - *well coordinated work that is tied to an action plan will keep all planes flying in the same direction, following a planned path to success*
- ☐ **Cultivate and develop** new upstream partners in the goal of coordinating an effective prevention system
- ☐ **Build capacity** within the local system to support ongoing work and disseminate learning and tools
- ☐ **Communicate** learnings, needs and progress system-wide
- ☐ **Collect and analyze** data for documenting, measuring, and evaluating progress
- ☐ **Champion** the work – *having a Core Team that consists of a diverse, passionate and visionary team leading the way can drive a path forward to reach your goal(s)*
- ☐ **Cultivate continuous improvement** - *intentionally building in ongoing learning and evaluation to continually improve the journey and expand impact*

**Key characteristics of successful <u>individual</u> Core Team Members:**

- ☐ Willing to commit to systems-level change around homelessness prevention
- ☐ Knowledge of the current prevention/housing stabilization system
- ☐ Analytical skills for systems thinking
- ☐ Collaborative work style; ability to work well with different groups
- ☐ Leadership skills/experience - someone able to make changes within systems (authority and accountability to navigate through obstacles to make changes and/or keep things on track)
- ☐ Creativity - can think outside of the box and willing to challenge the status quo
- ☐ Humility and curiosity to continually learn and try things differently

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## Initial Steps: Successful Core Team Formation

- ☐ Agree on roles, responsibilities and commitment (time and other)
  - ➔ Document roles, expectations, meeting commitments, etc. (use this tool)
- ☐ Take time to build relationships and trust amongst your core Team
  - ➔ Create a Team Charter or Team Agreements that will guide how you will work together
- ☐ Develop agreed-upon priorities
  - ➔ Use your *Community Roadmap* as your guide
- ☐ Set & maintain regular meetings & other workgroups/subcommittees
  - ➔ Including monthly Core Team meetings with your BFZ Coordinator/team
- ☐ Develop a plan for onboarding new Core Team members on a rolling basis
  - ➔ Continually assess your team composition and be prepared to bring in/onboard new members as needed, based on focus of the work
- ☐ Identify a plan and cadence for broader communication (with other community stakeholders/leaders) to keep them engaged and informed
  - ➔ This is important for buy-in and future support that you may need as you implement system-wide changes and plan for sustainability

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### Remember…

Core Teams **organize the work towards a common direction** and can **facilitate moving** things from talk to action, from problems to solutions and from one-off reactive responses to well-coordinated systemic strategies. Having a team that **develops shared, concrete and actionable goals**, paired with an **action plan** with **delegated tasks and timelines**, will help keep you focused on your aim.

A Core Team that **authentically engages** people with lived experience and **represents the diversity** within the community can model how to **design and implement an effective and accountable strategy** that can be sustained and replicated within the broader community.

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