

Partners in Prevention Coalition Toolkit

Step 1 New Member Onboarding

After recruiting new coalition members (or when there is transition or staff turnover) it can be helpful to have orientation materials prepared. Below is a checklist of materials you may want to consider providing to new members. Some of these tools will be mentioned or provided throughout this toolkit.

Vision, mission, and goals (likely included in your strategic plan)

Brief coalition history

Organizational chart/coalition structure details

Coalition bylaws, guidelines, or principles

Committee or workgroup members (if applicable), list of coalition members, their duties, and contact information

Meeting/events calendar

Funding/budget details

Recent meeting minutes or summary of work

Needs assessment data (from the MACHB or other surveys)

Coalition talking points/elevator pitch

Introductory training materials or list of training resources

This may include an overview of prevention and the public health approach, the Strategic Prevention Framework, information about Partners in Prevention, etc.

Depending on your coalition there may be other materials to include. Consider providing these materials during a meeting to answer questions, get to know the individual, and ask the key ‘coffee talk’ questions (also provided in Step 1 of this toolkit) as a jumping off point. This can build momentum and create buy-in before introducing the individual to the larger coalition group.

When onboarding someone new, keep in mind the following:

- Be welcoming and genuine
- Provide thorough and detailed information
- Explain jargon/acronyms, provide context
- Go over expectations (of the individual, of the coalition, etc.)
- Follow-up and answer questions

Good luck, and know that this process gets easier the more often it’s done!