

Hello,

During my Reaching Out... Workshop at the 2018 RCP Gathering we discussed 3 organizational assessment activities:

- 1) During a discussion of *weak ties*, I referenced an activity Prentice Zinn presented at the 2017 Gathering. I have included an adaptation I use, *Mapping Your Network*, if you want to give that a try.
- 2) *Characteristic Activities in Communities of Practice*
- 3) *SWOT Analysis – Acquiring, Sharing, and Securing/ Storing Knowledge* both in and out of your organization.

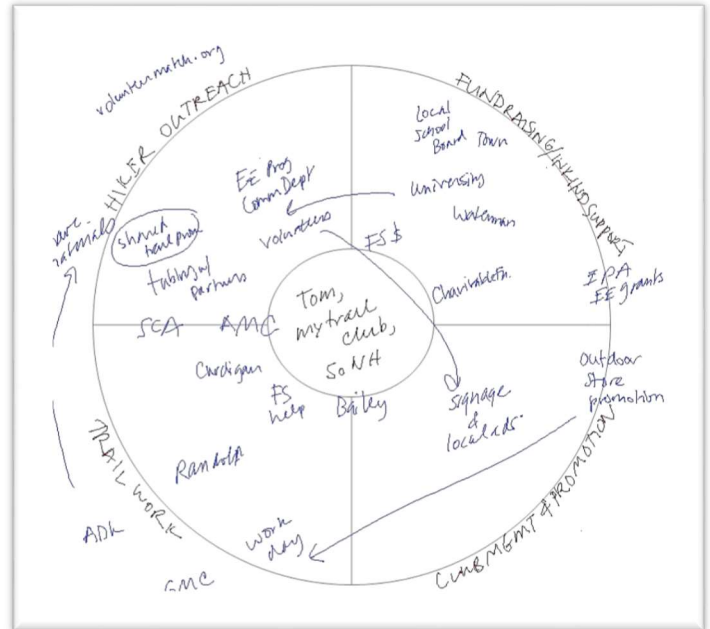
Please find the instructions below. The worksheets are the last 3 pages of this pak.

Best, Jill Weiss

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1) Mapping Your Network

In short, this activity can help you chart your social network manually. Knowing your close, far, strong and weak ties can help you keep track of your allies and may point out a relationship for knowledge sharing you had not previously considered. Start with yourself in the middle. Next you can label the 4 quadrants.. Put the trail clubs and professionals that are closest to you, close to you here. Then reflect and identify those that are further out, or you interact with less. What knowledge and resources do these folks have? Where are there opportunities to collaborate? There are many ways to proceed from here. In this sample I've used both organizations and tasks to help me visualize relationships and demonstrate that many activities are related. Again, you can use this diagram in many ways and it will yield insight as long as you think of you/you org in the center, and the rest reaching out like a galaxy.



2) Characteristic CoP Activities

This sheet provides a list of nine purposeful activities that are common in successful Communities of Practice (CoPs). Time permitting, I went down the list to talk about how these activities apply to the WMTC by giving examples. For this exercise, think of tasks where reaching out to others in the network would be useful, and how you would do that. Reflect on the reciprocity that is required in this kind of system. In our workshops this sparked interesting discussions about competition between trail clubs. In short, the formation of WMTC marks a time to set aside those concerns and improvements to trails or support for member clubs is going to help the whole system.

- | | |
|---|---|
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Discussing developments |
| <input type="checkbox"/> Information request | <input type="checkbox"/> Documentation of projects |
| <input type="checkbox"/> Seeking expertise | <input type="checkbox"/> Visits |
| <input type="checkbox"/> Reusing assets | <input type="checkbox"/> Mapping knowledge and identifying gaps |
| <input type="checkbox"/> Coordination and synergy | |

3) SWOT Analysis: Acquiring, Sharing, and Securing/Storing Knowledge [Both in/for Your Own Organization and Reaching out to the Greater RCPN]

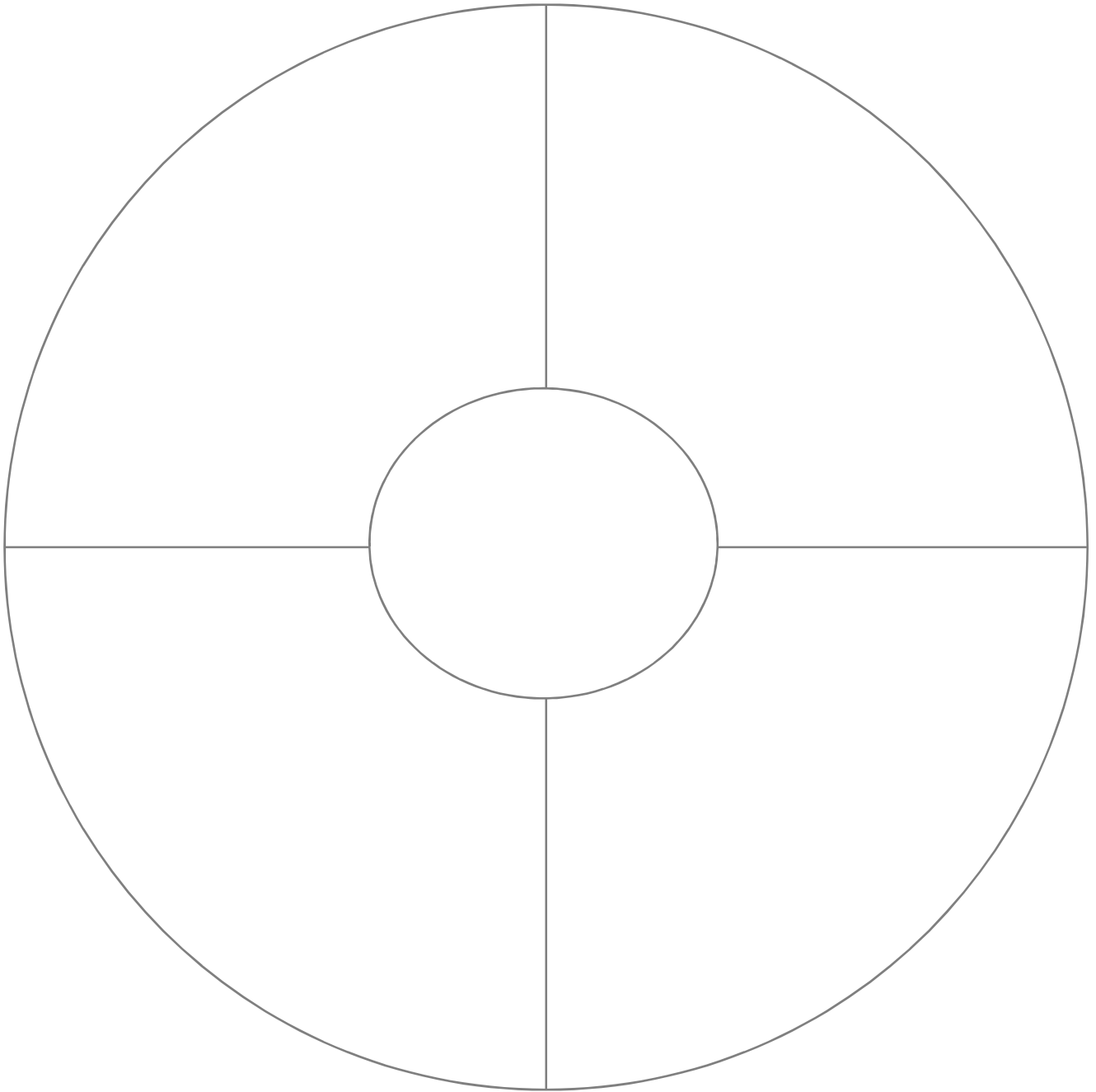
SWOT Analysis comes from the corporate world. It can be a useful tool if it remains a focused exercise in which you critically reflect on how knowledge is exchanged in your org and your connections to other orgs.

	HELPFUL	HARMFUL
INTERNAL	<p>Strengths</p> <p><i>Write down characteristics or activities of your org that are a strength for knowledge development and management.</i></p>	<p>Weaknesses</p> <p><i>What are some barriers for your org here?</i></p>
EXTERNAL	<p>Opportunities</p> <p><i>Looking outward, where are opportunities for your org to share or support the RCPN in terms of knowledge? Where do you folks shine? Ex: what sort of workshop can you offer at next year's gathering?</i></p>	<p>Threats</p> <p><i>What are some things that might get in the way of your org participating in the RCPN?</i></p>

For the top part of the exercise, reflect on how your organization acquires, shares and stores or secures knowledge

For the lower part of the exercise, reflect on how your organization can collaborate to learn, share and support institutional memory across the RCPN.

1) Mapping your network (similar to Prentice Zinn's paper plate/ weak ties exercise, 2017)



Talking points and questions

Characteristic Activities in Communities of Practice

Activity	Example	Can you cite an example of this in your RCP? (or organization)
Problem solving	<i>Can we work together/ brainstorm ideas?</i>	
Information request	<i>Where can I find that map the college made in '86?</i>	
Seeking expertise	<i>Has anyone dealt with ___problem?</i>	
Reusing assets	<i>Here, we made a guide for that last year – it's working great</i>	
Coordination and synergy	<i>If we purchase [bulk item or tool] for all of us can we save money?</i>	
Discussing developments	<i>We used this phone app here and...</i> <i>What's with the giant groups in the middle of the week?!</i>	
Documentation of projects	<i>This keeps coming up – let's write down how we solved it</i> <i>Did you get a picture of that?</i>	
Visits	<i>Can I bring my team over to see your work?</i>	
Mapping knowledge and identifying gaps	<i>What/Where is our codifiable knowledge? Tacit? What don't we know?</i>	

SWOT Analysis – Acquiring, Sharing, and Securing/ Storing Knowledge both in and out of your organization.

	HELPFUL	HARMFUL
INTERNAL	Strengths	Weaknesses
EXTERNAL	Opportunities	Threats

Talking points – questions – action steps