



# Conversation Starter Template with Agency Head

Topics to Discuss	Notes
<p>1. Why does this partner need us?</p> <p><i>How can our adult education program help our agency fulfill its mission?</i></p> <ul style="list-style-type: none"> <li>• <i>What is the agency's mission statement? What population does the agency serve?</i></li> <li>• <i>What is our adult education program's mission statement? What population do we serve?</i></li> <li>• <i>How do our mission statements align? How is the population we serve related to the population our agency serves?</i></li> </ul>	
<p>2. What does the partner need us to do?</p> <p><i>What can our adult education program do that our agency can't do without us?</i></p> <ul style="list-style-type: none"> <li>• <i>High school equivalency training?</i></li> <li>• <i>English language learning?</i></li> <li>• <i>Integrated Education &amp; Training?</i></li> <li>• <i>Workforce training to upskill employees of our local businesses and industries?</i></li> <li>• <i>Workforce training to upskill employees of the agency itself?</i></li> <li>• <i>Engage with certain populations or organizations within our community?</i></li> </ul>	
<p>3. How can the partner contribute to this effort?</p>	

<p><i>What contribution can the agency make to ensure the partnership is successful?</i></p> <ul style="list-style-type: none"> <li>• <i>Space for adult education classes and offices?</i></li> <li>• <i>Staff wages and employees?</i></li> <li>• <i>Technology support?</i></li> <li>• <i>Business office support?</i></li> <li>• <i>Marketing support?</i></li> <li>• <i>Other forms of “Maintenance of Effort?”</i></li> </ul>	
<p>4. How will everyone benefit?</p> <p><i>What positive outcomes will the agency, our adult education program, and participants receive as a result of this partnership?</i></p> <ul style="list-style-type: none"> <li>• <i>For the agency: More family and community engagement? Positive community support? More engagement with business and industry?</i></li> <li>• <i>For the adult education program: Cost savings through the agency’s Maintenance of Effort? More students through the agency’s marketing efforts?</i></li> <li>• <i>For participants: More employment opportunities? More engagement with community resources? Better financial sustainability? More engagement with children’s education and literacy activities?</i></li> </ul>	
<p>Other topics I want to discuss with the agency head?</p>	