CIP Collaborative for Implementation Practice
UNC School of Social Work

Identifying Team Competencies Worksheet

Introduction

This worksheet can help organizations assess an Implementation Team's ability to support effective implementation. Implementation Teams require diverse capacities in order to build an efficient and effective system for implementation. If a team has capacity gaps, resources can be used to develop these capacities in existing team members, or the team can decide to recruit additional members.

Identifying Team Competencies Worksheet

Team Capacities	Activities	Team Member(s) with this Capacity
Knowledge	Have expertise in the intervention, program or practice's best practices and how these can be implemented. *Example: Describe core components and how these are implemented in daily practice.*	
	Have expertise in the community and/or culture of the focus population. *Example: Assess whether interventions are aligned with the community's needs, assets and context.*	
Ability to Develop Infrastructure	Develop guiding documents and processes for operation of the intervention, program or practice. *Example: Develop standard tools or template documents to be used by practitioners and community partners.*	
	Identify and acquire needed resources for building individuals' competency and capacity. *Example: Obtain necessary funds to ensure ongoing coaching of all relevant practitioners and community partners.*	

Team Capacities	Activities	Team Member(s) with this Capacity
	Create data use and communication plans for use in the organization. *Example: Build upon existing data systems to track indicators that the intervention, program or practice's core components are being delivered or used as intended.*	
Ability to Conduct Improvement Cycles	Use data for effective problem solving and decision making. *Example: Use standardized and disaggregated data to understand needs and assets of different focus populations and improve outreach efforts.*	
	Collect, monitor and engage leadership in using data to support implementation, fidelity and outcomes. *Example: Conduct a monthly process to review key data points with leadership and identify opportunities to enhance implementation by all relevant practitioners and community partners.*	
Systems-Building Skills	Build relationships with key partners and stakeholders to ensure alignment. *Example: Work with family advocate to increase participation of individuals and families.*	
	Develop and share resources with key partners and stakeholders to build a learning community that achieves best practices. *Example: Develop a routinized process for connecting with other community-based partner organizations.*	