

## **Relationships of the Host and Prevention Team**

The relationship and communication a prevention team has with the host agency is critical to success of any assignment. Some hosts have more experience with FPETs than others. This experience often translates into clear direction, scope of work, better support for the incoming team, and **greater outcomes**. There are characteristics that help the host be better prepared to help the team. It is the team's task to understand the host's level of preparedness and close any gaps prior to arrival. Many of the decisions are made in pre-assignment conversations between the team leader and the host.

### **An Informed Host**

- Understands how a prevention team can assist the agency effort
- Thinks through the goals of the assignment – Clearly defines mission and scope of work
- Considers the logistics for the team and prepares for arrival
- Assigns an available primary contact for the team leader to work with prior to the assignment
- Allows the team to be creative, yet provides guidance
- Provides someone to make approvals and decisions

### **Being a Good Guest is Essential**

- Understand you are the guest – to help the host achieve certain objectives
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- Determine the level of host understanding of prevention teams – fill in gaps
- Listen intently and work to accomplish the objectives of the host
- Show sincere respect for the host, partners, and community at all times
- Help the host refine the objectives – design actions to provide results
- Leave the host better off than when you arrived
- Be an ambassador for prevention teams – your actions have long-term effects
- Handle personnel issues within the team – keep host informed of actions
- Be efficient, professional and respectful of agency time

### **Pre-assignment Discussions**

- One of the most important tasks for success of the assignment - be prepared and informed
- Establish an agency contact that is available and has knowledge of the assignment
- Unlike a fire, you may not know what you are going to be doing – find out
- Determine the type of assignment – Community engagement, media, products
- Listen for expectations of the host
- Discuss team composition and potential needs

- Discuss logistical needs in relation to the scope of the assignment – work area, transportation, Internet connection, and IT support
- Communicate findings with all team members – update frequently
- Research what you can in advance of arrival
- Goal is to match the team composition with the assignment expectations of the host