



Tips on how to engage with stakeholders

Inspiring learning for all



Be clear on what you want to achieve, and why



What is the goal of your project?



How are you going to achieve it?



How is it beneficial to your organisation?

Identify the right stakeholders

- Which stakeholders are critical to the success of your project?
- Why exactly do you want to engage with them?
- What are their opinions, values and motivations?
- What's in it for them?
- What do they consider success and how will you measure this success?



Engage with your stakeholders



How will you engage with your stakeholders?



What are their preferred communication channels (e.g. face-to-face meetings, workshops, email, social media)?

Present and implement your project

- Clearly present what you are suggesting and use the type of language your stakeholders are used to.
(TIP: Listen to them, read documents written by them and identify which terms they tend to use etc. Then communicate in a similar way).
- Clarify how you want to work with your stakeholders and how each of them, as well as the organisation, is going to benefit.
- Be transparent.
- Communicate consistently throughout the project using your stakeholders' preferred communication channels.
- Regularly update your stakeholders.
- Develop and maintain good relationships.



Evaluate your project



Did you achieve the objectives?



Did you deliver on time?



What did you learn?



How will you share what you've learned?



How will you ensure that the lessons you learned will be embedded in future projects?



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