**Stakeholder Engagement Worksheet**

| **Stakeholder**  *Name of group and key individuals.* |  | |
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| **Desired Action / Outcome**  *What do you want this stakeholder to do?* |  | |
| **Influence\***  *How much influence does the stakeholder have on the issue?* |  | |
| **Knowledge\***  *How much does this stakeholder know about the issue?* |  | |
| **Interest\***  *What is stakeholder’s level of interest & investment (threat / benefit) in issue?* |  | |
| **Moveability**  *Has the stakeholder already formed an opinion on the issue? Are they open to new ideas?* |  | |
| **Delivery**  *How does this stakeholder like to be addressed? What cultural or historical factors influence them?* |  | |
| **Messages**  *Targeted messages (goal of 3) about competency-based pathways for this stakeholder.* |  | |
| **Activities and Timeline**  *Best ways to engage with stakeholder:*   * *One-on-one briefings* * *Small group discussion / feedback sessions* * *Presentations at group meetings* * *Regular calls / meetings* * *Surveys*   *When will each activity take place?* | **Activity** | **Timing** |
| **Lead contact**  *Your team member who will lead engagement with stakeholder.* |  | |
| **Key Next Steps**  *What are the key next steps needed to take action on the first activity identified above?* |  | |