

## >> Actors Mapping

To prepare for the placements but also to prepare the ground for a fruitful collaboration, you and your Tandem partner should explain to each other, what is your place within the organisation (or team) that you are working in. It gives your Tandem partner a better picture of what to expect during the placement but also during the cooperation. It is also helpful for the mapping partner to understand his or her own organisation and to identify the relevant persons (key persons) for the cooperation to be involved. Ideally those are the persons the Tandem partner should meet during the placement.

### How it works

You draw yourself in the middle of a blank sheet of paper and start grouping your colleagues around you. The closer you position them to you, the closer you are working together. You underline these connections with lines (strong line, thin lines ...). For each person you draw, you add their function and a short explanation why you are putting them there.

If you are also working closely with other persons (artists, funders e.g.) you should also add them to your map but use a different colour.

Try to identify the relevant persons for your collaboration.

- Who is a “key” (e.g. someone you have to involve, because otherwise the collaboration won’t happen)?
- Who is a “door” (e.g. someone with important contacts, knowledge, resources etc.)?
- Who is a “window” (e.g. someone who might take the energy out of your collaboration)?

Don’t draw the map as it should be from your organisations’ organogram, but draw it like it is from your perspective!

## >> Disclaimer

Tandem toolkit methods are inspired by Presencing Institute ([www.presencing.com](http://www.presencing.com)), socius ([www.socius.de](http://www.socius.de)) and In-Dialogue ([www.in-dialogue.org](http://www.in-dialogue.org)). You can use these methods where and however you like; please don’t forget to reference Tandem.