

>> Tea talk (or 'stakeholder interviews')

During your stay at your host organisation you will meet a lot of interesting people: colleagues, local artists, partner organisations etc. And you will have a lot of conversations with them, over tea, at lunch, during dinner, at parties...

We have listed example questions that might help you to extract the most interesting information for you, so you have the chance to understand better the role of your host, your cooperation and your common project. Your partner's stakeholders know more about him/her than they might think!

Preparation:

Identify the stakeholders who are

- relevant for your partner and his/her current situation or challenge/opportunity
- relevant for your common project
- relevant to your own current situation or challenge/opportunity

Visualize them by making a map with you and your partner in the centre.

Sample questionnaire:

About Tandem

- What do you think about the cooperation between our organisations within Tandem?
- On the basis of what outcomes will you consider our common project to be a success?
- Whom should I talk to during my visit during the placement? Who should be informed about our cooperation and our project?

About the organisation

- What is in your eyes the most important objective of the organisation, and which strategy do you use to realize it?
- If you were able to change two things in your work, what would they be and how would it help your organisation?
- What obstacles do you currently face and make it difficult for you to meet your own expectations and those around you?

Your reflections: Try to capture some of your impressions, observations and insights as soon as possible (while they're still fresh). Share them with your partner (see also *Shadowing*) and introduce them in your mapping.

>> Disclaimer

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