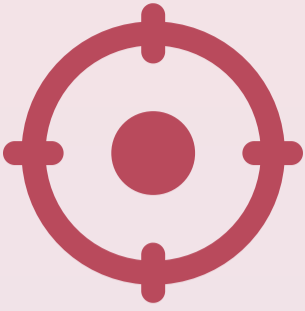


# Creating Communities of Practice : Best Practices

## STEP 1

### Identify the Audience, Domain, Purpose, Goals and Outcomes



- **Audience:** Who is this community for and important partners?
- **Domain:** Given the intended audience, what are the key issues and the nature of the learning, knowledge and tasks that the community will steward?
- **Purpose, Goals and Outcomes:** Given the audience and domain, what is this community's primary purpose? What are the potential benefits to participants? What specific needs will the community be organized to meet?

Source : <https://www.communityofpractice.ca/getting-started/cultivate/>

## STEP 2

### Identify the Facilitator



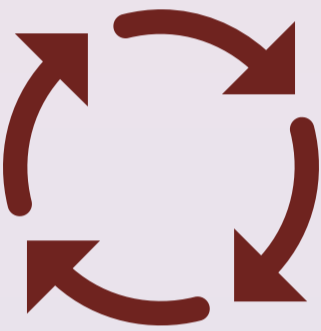
The facilitator's role is one of consulting, connecting, facilitating, helping and guiding. Facilitators cultivate and sustain the community through:

- **Monitoring Activities**
- **Encouraging Participation**
- **Reporting CoP Activity:** through metrics and evaluations
- **Collecting and Sharing:** evidence of participation and impact
- **Managing CoP Events:** including face-to-face meetings and live webinars.

Source : <https://www.communityofpractice.ca/getting-started/facilitator/>

## STEP 3

### Define Activities, Technologies, Processes to Support Goals

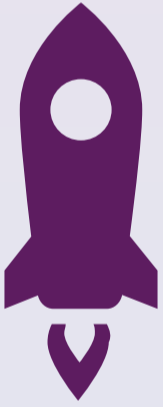


- **Activities:** What kinds of activities will generate energy and support the emergence of community presence?
- **Communication & Collaboration :** How will members communicate on an ongoing basis?, how will they interaction with each other and with the content of the community?
- **Frequency/Schedule:** How frequently will the community meet? What topics will be discussed during these sessions?  
**CLICK : [Sample Plan for One-year Community of Practice](#)**
- **Workspaces :** Collaborative workspaces such as wiki, blog, Word Press site, listserv, discussion forums can serve as a repository of knowledge, a tool to engage and collaborate.
- **Knowledge Sharing:** What are the external resources (people, publications, reports, etc.) that will support the community during its initial development? How will members share these resources and gain access to them?

Source : <https://www.communityofpractice.ca/getting-started/activities/>,

## STEP 4

### Pilot & Launch the Community



- **Pilot :** the community with a select group of key participants who is passionate on the topic to gain commitment, test assumptions, refine the strategy, and establish a success story.
- **Launch :** the community to a broader audience over a period of time in way that engage new members and deliver immediate benefits.

Source : Gedak Lisa

## STEP 5

### Encourage Participation, Growing Knowledge



**Encourage Participation :** A community of practice needs a participatory culture to thrive. To create a learning culture that engages and challenges, learners requires: (click for details)

- [Community building](#)
- [Understanding how adults learn](#)
- [Designing for online participation](#)
- [Ongoing communication](#)

**Growing Knowledge:** A key goal of a community of practice is to build and share knowledge around a specific issue or topic. See opportunities to grow : (click for details)

- [Connect with others](#)
- [Create shared understandings](#)
- [Unpack research](#)
- [Reflect on practice](#)
- [Share resources](#)
- [Participate in webinars](#)

Source : <https://www.communityofpractice.ca/encouraging>,  
<https://www.communityofpractice.ca/growing-knowledge/participation/>

## STEP 6

### Share Results, Reflections on Shifts in Practice



Successful communities of practice use a number strategies for gathering, sharing results and reflect on learning: (click for details)

#### Collect Results

- [Surveys](#)
- [Check-ins](#)
- [Summary reports](#)

#### Reflections

- [Success stories](#)
- [Reflections on Shifts in Practice](#)

Source : <https://www.communityofpractice.ca/sharing-results/>