



Capacity Assessment Tool: Building Skills that Matter

The purpose of this tool is to offer coalitions a starting point for assessing the degree to which they are building member skills associated with coalition effectiveness. Use the ratings below to indicate the extent to which each statement is true. Respond to as many items as possible. If you truly feel you are not able to answer an item, select “N/A”. Add up the scores for each section, and then the total for all sections at the end to help identify strengths and areas for improvement.

Organization and Communication: My coalition provides opportunities to practice:	Response Categories					
	Not at all	2	3	4	To a great extent	Not sure
Formalizing rules by which the coalition operates and how to proceed with decision-making.	1	2	3	4	5	N/A
Providing input into the most effective way to distribute the ongoing coalition work.	1	2	3	4	5	N/A
External communication skills (e.g. development of reports, presentations, newsletters, social media strategies)	1	2	3	4	5	N/A
Internal coalition communication skills (e.g. coordinating meeting dates, times, and locations, drafting meeting agendas and minutes, following-up with key stakeholders)	1	2	3	4	5	N/A

Organization and Communication Score: _____

Changing Local Politics: My coalition provides opportunities for members to practice:	Response Categories					
	Not at all	2	3	4	To a great extent	Not sure
Identifying key policy decision makers and their influencers.	1	2	3	4	5	N/A
Synthesizing key policy messages into an “elevator speech” or a written fact sheet for distribution.	1	2	3	4	5	N/A
Preparing and/or delivering testimony before a local, state or federal agency.	1	2	3	4	5	N/A
Obtaining positive media coverage to educate about the issue such as writing a Letter to the Editor.	1	2	3	4	5	N/A

Changing Local Politics Score: _____

Designing and Carrying Out Prevention Programs: My coalition provides opportunities to practice:	Response Categories					
	Not at all	2	3	4	To a great extent	Not sure
Developing and monitoring progress and protocols for carrying out the program the way it was planned/intended.	1	2	3	4	5	N/A
Engaging in efforts to adapt/tailor programs to meet the needs of diverse participants and/or audiences.	1	2	3	4	5	N/A
Obtaining written commitments from key partners involved in designing and carrying out the program.	1	2	3	4	5	N/A
Supporting efforts to ensure that the individuals involved in planning and implementation have the necessary skills and experience.	1	2	3	4	5	N/A

Designing and Carrying Out Prevention Programs Score: _____

Total Capacity Assessment Score: _____

This tool was developed in 2016 by Global Evaluation Solutions as part of its free Coalition Evaluation webinar series.

Shapiro, V.B., Oesterle, S. & Hawkins, D.J. Relating coalition capacity to the adoption of science-based prevention in communities: Evidence from a randomized trial of Communities That Care. American Journal of Community Psychology. 2015; (55), 1-12.

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SAMHSA. Communities That Care Curriculum PowerPoint Slides. 2012. Retrieved from <http://store.samhsa.gov/product/Communities-That-Care-Curriculum/PEP12-CTCPPT>.

The Work Group for Community Health and Development at the University of Kansas. The Community Tool Box. 2016. Retrieved from <http://ctb.ku.edu/en>.