

Introducing the UBT Toolkit

Purpose of This Toolkit

- The foundation of the learning strategy for the unit-based team deployment is continuous learning, with the co-lead filling a key role as coach for the team. The purpose of the *Unit-Based Team (UBT) Toolkit* is to supply job aids, tools and templates for unit-based team co-leads to use in leading their teams as they engage in performance improvement and learning.
- The toolkit is organized into nine sections introduced in steps a co-lead would follow to ensure performance improvement. Each section presents tools and job aids to help co-leads progress in their own development and the development of their UBT.
- Each job aid/tool is presented with brief statements of purpose, desired outcomes for use and instructions.



Target Audience for the Toolkit

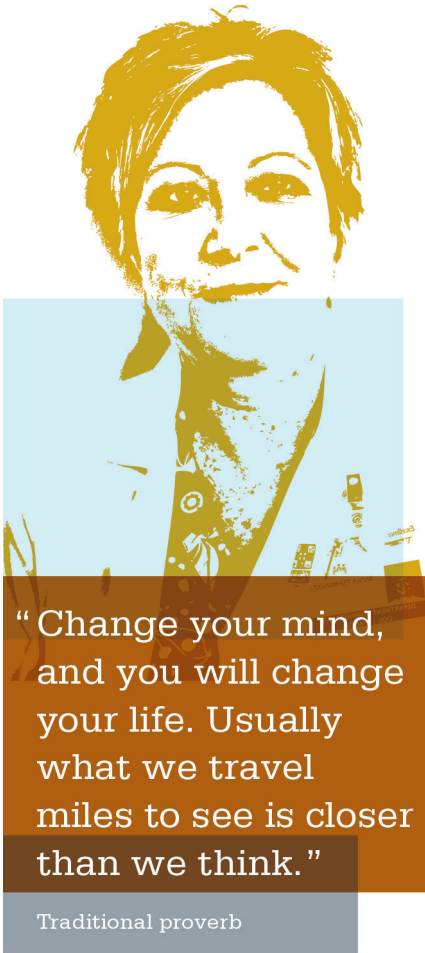
- The target audience for the toolkit is the co-leads/tri-leads who will be launching a unit-based team.

Deployment Plan Checklist for the Toolkit

[]	Attendees of a <i>Co-Lead Workshop</i> will receive a copy of the toolkit. During the workshop, participants will become familiar with the contents of the kit and will practice using some of the job aids.
[]	The <i>Leading in Partnership Workshop</i> will imbed certain job aids into the training content but participants will not receive a copy of the toolkit nor will the focus be on toolkit orientation.
[]	For those who do not attend a <i>Co-Lead Workshop</i> , an overview presentation will be available online, and individuals will be able to download the toolkit in its entirety or by section(s) from the OLMP website at LMPartnership.org .

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Toolkit Organization

The toolkit is divided into nine sections based on necessary co-lead competencies as described below. Each section has job aids, tools and templates to assist the co-leads to achieve the key competencies.

SECTION 1

- Introduction and Context Setting

SECTION 2

- Competency: Successfully Starting a UBT

SECTION 3

- Competency: Leading Meetings

SECTION 4

- Competency: Improving Performance

SECTION 5

- Competency: Communication

SECTION 6

- Competency: Coaching

SECTION 7

- Competency: Rewards and Recognition

SECTION 8

- Competency: Working with Your Sponsor

SECTION 9

- Appendix/Additional Resources

Contents

SECTION 1: Introduction and Context Setting

Introduction of Unit-Based Teams and Setting Context	1.1
Case for Change.....	1.2

SECTION 2: Competency: Successfully Starting a UBT

Introduction	2.1
Using the UBT Roles Document	2.3
Checklist for Starting a UBT	2.5
Using the Co-Lead Action Planning Worksheet for Creating Working Agreements.....	2.6
Agenda for UBT Kick-off Meeting.....	2.11
Value Compass Activity.....	2.13
Team Vision Activity	2.16
Using the UBT Charter Activity.....	2.19
Training Assessment Tool	2.27

SECTION 3: Competency: Leading Meetings

Introduction	3.1
Planning a Meeting Template	3.2
Agenda Planning Worksheet.....	3.3
Opening, Running and Closing a Meeting Checklists	3.7
Charting Tools.....	3.11
Time Guidelines for Meetings.....	3.13
Meeting Notes Template.....	3.15
Sample Meeting Evaluation—Plus/Delta	3.17

SECTION 4: Competency: Improving Performance

Introduction	4.1
Rapid Improvement Model Template	4.3
Understanding the Rapid Improvement Model	4.5
Systems Thinking and Organizational Learning.....	4.7
Testing Changes—Plan, Do, Study, Act (PDSA)	4.9
Implementing and Spreading Change.....	4.11
PDSA Cycle Planning Sheet	4.12
Data Collection Planning Tool.....	4.14
PDSA Cycle Progress Sheet	4.16
UBT Performance Tracking Tool.....	4.18
Completing a Workplan.....	4.23

PDSA Project Map 4.25

Daily Huddles Worksheet 4.28

LMP Process Tools: Interest-Based Problem Solving and
Consensus Decision Making..... 4.30

SECTION 5: Competency: Communication

Introduction 5.1

Communication Plan Sample No. 1 5.2

Communication Plan Sample No. 2 5.4

Communication Mapping Tool 5.6

UBT Co-Lead Report to Sponsors..... 5.8

SECTION 6: Competency: Coaching

Introduction 6.1

Coaching Guidelines/Tools 6.2

Coaching Basics 6.3

SECTION 7: Competency: Rewards and Recognition

Introduction 7.1

Reinforcement Tools..... 7.2

Techniques for Recognizing Accomplishments 7.4

Recognition Questionnaire Tool 7.5

SECTION 8: Competency: Working with Your Sponsor

Introduction 8.1

Seeking Help from Your Sponsor Tool..... 8.2

SECTION 9: Appendix/Additional Resources

Additional References and Where to Find Them..... 9.1

Glossary of Terms 9.3

Understanding Metrics..... 9.6

Working Styles Assessment..... 9.7

Team Development..... 9.14

Service Improvement Tools..... 9.16