



TEN ESSENTIAL TIPS FOR CO-LEADS

LEVEL 1
TOOLS

Launching



- 1. Model Partnership behaviors and help set the tone for UBT Committee work.** Seek to understand everyone's interests, and use interest-based problem-solving to find mutually beneficial solutions.
- 2. Use consensus decision making.** Learn to help UBTC members go beyond positions and identify underlying interests. If your UBTC can't achieve consensus on an issue, reach out to your UBT coach and/or your co-sponsors. Escalate early. Get help before you get burned-out or highly reactive.
- 3. Be an equal partner.** Plan and lead UBTC meetings jointly. SHARE and management co-leads can trade off leading agenda items. If you are unsure about an issue, ask questions to clarify interests or suggest postponing a decision until you have a chance to consult with the affected caregivers or get more information.
- 4. Get needed training and be sure your team gets training, also.** Refer to the **Path to Performance** to understand what training is needed at the Level your UBTC is working on, or contact your UBT coach for details.
- 5. Stay connected to your UBT co-sponsors.** Give them regular updates and ask for help when needed.
- 6. Use your skills to coach, engage, and empower your team.** Use what you've learned regarding how to listen, motivate and involve people. Use multiple methods to inform and engage your UBTC.
- 7. Share the leadership and the load.** Don't try to do everything yourself! Other UBTC members can document action items, be a meeting timekeeper, lead team huddles during the week, communicate with other shifts or team members, etc.
- 8. Understand your metrics, business strategy, and your department's role in achieving them — and share that information with the whole team.** When people understand the full picture, including budget issues and challenges, they will be more enthusiastic to problem solve.
- 9. Learn how to use your UBT Board.** With a few repetitions you will get faster, and your UBT Board will help you keep your meetings and projects on track, and your co-sponsors and department updated on your progress.
- 10. Know and use your UBT tools!**