

AGENDAS

UBT MEETINGS 2 & 3

LEVEL 2
TOOLS

Stabilizing



CHOOSING and EXPLORING WORK-PROCESS PROBLEMS (MEETING 2 AGENDA)

1. Report back suggestions/problems from co-workers
2. Brainstorm problems to work on
3. Choose 2-3 problems to work on
4. Identify root cause(s) for one problem (*if time allows*)
5. Next Steps:
 - **Communication:** UBTC members give updates on ideas for improvements to co-workers or point them to the UBT's section on Innovation Station to obtain updates directly
 - **Other:** Preview the next UBT meeting's agenda: Brainstorming improvement ideas

BRAINSTORMING IMPROVEMENT IDEAS (MEETING 3 AGENDA)

1. Review work problem
2. Identify root causes
3. Identify measures: 1-2 metrics that will help you see whether you are making an improvement
4. Brainstorm potential improvement ideas to deal with the problem's root causes
5. Next Steps:
 - **Communication:** Explain ideas to co-workers who will be affected. Remind all staff to check UBT Board on Innovation Station
 - **Other:** Who will locate or collect current data?

