

# 8 GREAT TIPS

## Get MORE PEOPLE INVOLVED WITH YOUR UBT

USE THESE TIPS TO SHARE THE WORK AND LIGHTEN THE LOAD FOR YOUR MOST ACTIVE UBT MEMBERS

Departments that have representative UBTs sometimes struggle to make sure the staff who don't attend the UBT meetings are informed about and engaged in the work.



1.	Set up an email list.	➔	Start an email list that includes the email addresses for everyone in the department—not just the representative group members. Send out a weekly or bi-monthly email with updates on the latest meeting, the team's recent test of change and any other important UBT news.
2.	Post fliers.	➔	It's easy to create a flier using one of the templates on <a href="http://LMPPartnership.org">LMPPartnership.org</a> . Post fliers announcing your team meeting times, new tests of change, successes or special events.
3.	Create a communications tree	➔	A communications tree is a network of people who check in regularly with each individual in the department. If you've got a representative UBT, each representative can select five or so individuals that she's going to get ideas from and keep up to date on the team's projects.
4.	Rely on huddles.	➔	These quick meetings are an easy way to get everyone on the same page without slowing work down. Huddles help colleagues stay informed, and give them a chance to share their perspective. Give regular UBT updates at huddles to keep staff in the know.
5.	Organize occasional unit- or department-wide meetings.	➔	Once a month or once a quarter, organize a potluck lunch and invite everyone in the department to hear news about the progress of their UBT. Not only will you spread information about the work of the UBT, you'll also build more team spirit in your department.
6.	Display a visual board.	➔	Visual boards describe of your team's journey: challenges, metrics, tests of change and results. Grab a poster board and use team photos, run charts and other illustrations to visually inform your department about UBT progress.
7.	Place a suggestion box in a common area.	➔	Encourage the feedback of your colleagues. Make sure team members on all shifts have input. Collect the comments regularly. Provide answers to questions and report on the feedback in your fliers, emails and/or huddles.
8.	Ask for volunteers.	➔	Every time the team starts a new test of change, ask for volunteers in the department who want to work on it. Also invite interested staff to attend the UBT meetings on a rotating basis.