

01 - Session 1 - 10-Stage Charts

1. Preliminary Orientation/Clarity Meetings

MUST DO	POT HOLES
<p>→ INCLUSION</p> <ul style="list-style-type: none"> Allow time during normal work Schedule to participate and if necessary have managers do front line talks access to all info <p>→ INCENTIVES</p> <ul style="list-style-type: none"> Ensure Clarity has manifested - PAY overtime they must know what we expect <p>ENSURE PRIVACY</p> <ul style="list-style-type: none"> Clear Game plan for orientation 	<ul style="list-style-type: none"> Limited staff, so supervisors may not want you to leave site LACK OF Computer Access on site → Not access to all info → Not enough information Negativity, not taking personal responsibility - Ignoring this process funding Breach of Confidentiality

2. Instrument Package

MUST DO	POT HOLES
<p>Form team</p> <p>Simple language</p> <ul style="list-style-type: none"> equal distribution of representation of teams diversity amongst groups Credibility Good communication Who decides teams? Not so high tech communication methods Keep it simple 	<p>NO COMPUTER ACCESS</p> <ul style="list-style-type: none"> department heads suggesting Credibility - not to incorporate what we identify as an issue Being Too Abstract

3. DATA COLLECTION

MUST DO	POT HOLES
<p>Record Keeping</p> <ul style="list-style-type: none"> Everyone is involved POS. + NEG. INPUT Time Limit Eliminate FAVORITISM accurate data entry Fair Decision Be Honest Peers evaluate you, peers evaluate ours No limits on data/information - Being able to speak freely 	<ul style="list-style-type: none"> Time to get it done SCARED TO provide input Lack of Computer Access/time to check data that is thus been collected (-> keep up with happenings) Honest Lack of input or validity of input Enter information correctly

4. Analysis/Rpt Development

MUST DO	POT HOLES
<ol style="list-style-type: none"> 1. Accurate Data 2. Comparing DATA properly 3. Total Group Accuracy 4. HAVE Adequate Control measures to ensure data hasn't been filtered 5. Have clear results 6. Make a for Division <p>ALL PERSON RECEIVE DATA</p>	<ul style="list-style-type: none"> Incomplete Group Pack incomplete DATA Convenient access to check DATA re-computers entering misleading data entered - gives some incorrect results

5. Organization, Feedback & Recruitment

MUST DO	POT HOLES
<p>* Timely manner</p> <p>* Next step in feedback - what we expect to come from this step</p> <p>Data Given to Prep Person DATA MUST be complete</p> <p>INVOLVE all New employees</p> <ul style="list-style-type: none"> - ground in positive manner - comprehensible results - Leave voice messages 	<p>Data NOT Taken Seriously</p> <p>DATA does NOT reach The END (employees)</p> <p>neg. comments about your fellow color dance</p> <p>Forming assumptions or accusations</p>

6. Coaching LAB @ Planning Sessions

MUST DO	POT HOLES
<p>Instructors on Different EQUIPMENT</p> <ul style="list-style-type: none"> - Keep it simple * - make preparations ahead of time - makes they know role and responsibility in the organization - MUST show what's going on! <p>TRAINING Tools are hand FOR ALL</p> <p>Follow THEM</p> <p>Don't ignore</p> <p>Explain policy</p> <p>Accountability</p> <p>Proper Info</p>	<p>Time Lines</p> <p>* Lack of communication Sessions INCOMPLETE</p> <p>* NOT Making Process A Priority</p> <p>Don't ignore the training</p>

7. Team Formation & Team Culture Development

MUST DO	POT HOLES
<p>Know individual Skill levels</p> <p>Have qualified Personnel</p> <ul style="list-style-type: none"> - Communicating regularly - knowing the plan <p>TEAM MUST WORK TOGETHER</p> <p>Variety of Team members</p> <p>Open to IDEAS</p> <p>Show conclusions</p> <p>diversity</p> <p>team leadership</p> <p>Assess individual skill, knowledge & abilities</p>	<ul style="list-style-type: none"> - not communicating w/ members & management - not knowing skills of individual workers or assumptions on team's tasks <p>Lack of participation</p> <p>No team leadership</p> <p>Not caring</p>

8. Recommendation/Design & Approval of Support

MUST DO	POT HOLES
<p>Teams must have consensus</p> <ul style="list-style-type: none"> - agreement in decisions <p>Commitment to follow thru</p> <p>Effectively Completing Task</p> <ul style="list-style-type: none"> - management acceptance <p>Prioritize tasks</p> <p>Positive input from employees</p> <p>Have management support REWARDS of what you input in (neg on team)</p> <p>More pay (get what you work)</p>	<p>Different Personalities</p> <p>Ideas</p> <p>Top chain of command</p> <p>Time constraints</p> <p>Favoritism towards Bosses</p> <p>Negative output from management</p> <p>Training tools in place</p>

9. Implementation And Measurement

MUST DO	POT HOLES
<p>HAVE A PLAN that includes everyone - protects the plan - Data must be ... Must be monitored</p> <p>Stay on track</p> <p>Must Be Motivated - stick w/ decision that was made</p> <p>MUST See A Difference</p> <p>MUST have strong communication</p> <p>Frequent checkpoints clear & focused agenda</p>	<p>Who are stake holders & what is their reasoning, do they have honest by in.</p> <p>Lack of commitment by ALL - Communication</p> <p>Removal of information Filtering info to meet certain issues</p>

10. Evaluation & Closure or Theme Shift

MUST DO	POT HOLES
<p>Open mind Understand / make change</p> <p>New Operational Standards</p> <p>Review & Continue Action Plan</p> <p>Have a Plan B</p> <p>Include "The How" in Current Plan - Question "Did it work?"</p> <p>Show Differences (Past / Present)</p> <p>KEEP checking w/ employees</p>	<p>Incompleteness everyone doesn't work w/ changes</p> <p>Must have skill/tools</p> <p>Change in Management what must be changed to make it work?</p>