



ALLIANCE UBT NATIONWIDE VIRTUAL GATHERING HIGHLIGHTS AND TAKE ACTION

DECEMBER 14, 2023 RECAP



Check out the top 3 things we covered on the December 14 UBT Virtual Gathering to set up your Unit-Based Team for success in 2024.

1

Preschedule UBT meetings for the year. Standing UBT meetings provide protected time and space to review data, brainstorm new projects or to identify changes to current projects. If operational demands make it difficult to meet on a particular day, it's easier to reschedule one meeting rather than continually trying to find UBT meeting time month-by-month. The standard is for a UBT to gather one hour every month, but that can be done in a lot of creative ways. Some UBTs have found real success with weekly 15- or 30-minute huddles to discuss UBT work.

TAKE ACTION:

- » Sit down with your management co-lead and identify dates and times for the entire year for your UBT to meet. If you receive pushback, try asking the question, *“Operationally, how MUCH time can this UBT gather monthly or weekly?”*
- » Try weekly huddles with your unit-based team or core UBT to discuss your projects or work. Check out [this sheet](#) with tips for effective huddles.

2

Set up steady communications! Updating the rest of the department regularly about current UBT projects and providing opportunities for input or ideas will ensure department members understand the work being done, their role and potential contributions, and it creates deeper investment in the work. Using a variety of ways to communicate will improve the likelihood of coworkers getting the information, including those who work different shifts or days. Communication methods your UBT can try:

- » Huddles
- » UBT Visual Boards
- » Email updates
- » UBT binder with project information, UBT charter and data
- » One-on-one conversations with coworkers
- » Newsletter

CONTINUES ON THE NEXT PAGE 



@AHCUnions | allianceunions.org



ALLIANCE UBT NATIONWIDE VIRTUAL GATHERING HIGHLIGHTS AND TAKE ACTION

TAKE ACTION:

- » As a UBT, try one or two methods of communicating. It could be highlights from the UBT meeting or updates on projects or workflow. Do it as a test of change to determine which method works best for your department — track how many staff received the information and how they got that information.
- » UBT Huddle Boards, also called Visual Boards, are a great way of sharing information about current and past UBT projects, team leadership roles, charter and more. Check out more info [here](#) on how to create a visual board and use them with huddles.

3

Start the year reviewing the action plan from your UBT's most recent Path to Performance assessment so the team has clear direction. P2P evaluations typically identify gaps or action steps the UBT must complete to reach the next level on the P2P or to maintain their high-performance rating. These include things like training needed, vacant leadership roles that need filling or project requirements.

TAKE ACTION:

- » At your next UBT meeting, review your Path to Performance Action Plan to identify clear actions or requirements that need to be met, assign deadlines and who is responsible for a given task.
- » Use the new [Alliance Path to Performance Companion Guide!](#) It's an updated and improved P2P tool that unit-based teams with Alliance-represented workers can use to help move up the path to become high-performing.

Join us for the Alliance UBT Nationwide Virtual Gatherings every second Thursday of the month.

NEW IN 2024: Times for Sessions 2 and 3 have changed. See below.

SESSION 1: 9:00 am Pacific, 6:00 am Hawaii, 10:00 am Mountain, 12:00 noon Eastern

SESSION 2: 3:00 pm Pacific, 1:00 pm Hawaii, 4:00 pm Mountain, 6:00 pm Eastern

SESSION 3: 6:00 pm Pacific, 4:00 pm Hawaii, 7:00 pm Mountain, 9:00 pm Eastern

You only need to register once and you'll get invited to all the Virtual Gatherings for the year. After you register, you'll get an email with the meeting link and a calendar invitation.

The next virtual gathering is  ~~Monday, February 13, 2023~~.

To register please visit <https://qrco.de/2023VGRegistration> or scan the QR code.



Haven't been able to join our Alliance UBT Virtual Gatherings? Please take a moment to let us know why by taking this brief survey: <https://forms.office.com/r/K11cmy7fFg>



@AHCUnions | allianceunions.org

