



TOOLS FOR UBT SPONSORS



Unit-based team (UBT) sponsors are accountable for supporting UBTs and assisting them to reach Level 5 on the Path to Performance. This tip sheet provides a quick overview of each tool or resource and when to use it, as well as where you can find it online.

UBT ASSESSMENTS

Path to Performance

Use the [Path to Performance \(P2P\) Guide](#) to familiarize yourself with what is expected at each level of team development. Use the P2P Guide to familiarize yourself, your co-leads and teams with what is expected at each level of team development.

Critical Sponsor Behaviors

Wondering how to help your teams become high performing? Use this [list of critical sponsor behaviors](#) to help UBTs advance on the Path to Performance.

Getting to Level 5

Use this [guide to find ways teams can reach Level 4 or Level 5](#) in each dimension of the path to Performance.

Action Planning

Use this [action plan](#) to identify the tools, information, coaching and training the team needs to progress on the Path to Performance.

COACHING

Communicating with Teams

Use this [1-page tip sheet](#) to better understand and respond to the teams' needs.

Coaching Conversations

Prepare for a coaching conversation and gain insight into specific coaching skills and techniques with the [critical coaching skills guide](#). Use the [coaching conversation model](#) to guide your conversations when a team member comes to you for coaching.

CDM and IBPS

[Share this handy guide](#) so UBT members can follow the processes of interest-based problem solving (IBPS) and consensus decision making (CDM) step by step.

Recognition and Celebration

Gain insight into celebrating accomplishments and inspiring your team [using this guide](#). Use [this tool](#) to help determine how to best reinforce behaviors and appropriately recognize performance of UBT members to create a motivating atmosphere. Need more inspiration? The [UBT Health and Safety March 2024 newsletter](#) provides tips for creating a culture of recognition within your team.

TROUBLESHOOTING

Managing Change

Help your teams to acknowledge resistance to change and to brainstorm ideas on how to make the changes we choose more effective with this [tip sheet](#).

Team Support

Use [this tool](#) with your unit-based team to help identify stressors that contribute to absenteeism and develop practical solutions to resolve issues.

Supporting Team Culture

[This template](#) can be used during a team's first meetings to help create a charter, laying the foundation for its work (connect with your UBT Consultant for regional-specific documents). Provide your teams with the support they need to create an environment where UBT members are always learning, always improving, always innovating with this [Free to Speak guide](#). Successful use of "I" messages helps you explain how you feel in a way that the other person is more likely to hear, so they can understand how their actions affect you or others. [Learn how with this handy guide](#).

SPONSORING IN PARTNERSHIP

Understanding Your Role

[This 1-page](#) helps you understand your role as a sponsor and co-sponsor for UBTs. "Consistent, aligned and visible sponsorship" is one of the key characteristics of high-performing teams. [This article](#) details the critical role sponsors play in UBT performance.

Supporting UBTs in Partnership

[This tip sheet](#) shows you how to support, guide and inspire teams. This "[HANK Lib](#)" provides some variety and fun at a team meeting while highlighting the importance of sponsorship.



Process Improvement

UBTs use a variety of performance improvement tools. [This cheat sheet](#) provides a quick overview. Coach teams on the basics of the Rapid Improvement Model and Plan, Do, Study, Act [using this tip sheet](#). Help your team achieve performance excellence with [these tips for establishing measures](#) and [measuring data](#). Inspire team members to [set SMART goals](#) and avoid "not smart" goals in pursuing performance improvement.

Affordability

[Post this tip sheet](#) on a team bulletin board or use it as a starting point to figure out how to determine the savings and/or cost-avoidance of performance improvement efforts.