



TOOL: Successful Practices for Round-the-Clock Unit-Based Teams

Using one or all of these will help pull your team together

<input type="checkbox"/>	Huddles
<input type="checkbox"/>	Written communication: a one-page newsletter, bulletin board, whiteboard or flip-chart paper posted where everyone can see it in the normal course of their work
<input type="checkbox"/>	Verbal communication: assign employees to update specific co-workers, eventually creating a culture of sharing information informally
<input type="checkbox"/>	Adjust schedules so employees from other shifts can attend UBT meetings, or rotate meeting times to different shifts
<input type="checkbox"/>	Create a formal, deliberate process to solicit input from employees on all shifts and take their feedback into consideration
<input type="checkbox"/>	When it's time to choose new co-leads, consider cultivating leaders from the night shift

Find more tools for your unit-based team at LMPartnership.org.

