



ACTIVITY

Preparing the UBT for the New Manager Co-lead

PURPOSE

To accelerate the working relationship-building process between the new manager/ leader and team, creating early wins, establishing a foundation of clear goals for moving forward.

When to Use

Use this tool when the team is joined by a new manager Co-lead.

Who Uses

Labor co-lead.

How to Use

Follow the instructions on the tool to help the team prepare for a new Manager Co-lead and to help ensure smooth transition of this new Manager Co-leader.



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The Labor Co Lead will lead this activity.

1. Without the manager present, the Labor Co-Lead will have the UBT answer the following questions:

- What do we know about the new manager Co-Lead?
- What would we like to know about the new manager Co-Lead?)
- What is the manager Co-Lead's work style?
- What's the new manager Co-Lead's communication preference?
- What are the concerns of the new manager Co-Lead?
- What are the expectations of the new manager Co-Lead?
- What does the team need from the new manager Co-Lead?

The Labor Co-Lead will ask the group if there are any additional questions they would like to add.

2. Once the first step is completed, the Labor Co-Lead meets with the manager and reviews the questions and statements in step one.

3. The manager Co-Lead now joins the group and validates any statements as accurate and provides answers to the remaining questions... all guided by the Labor Co-Lead who is leading the discussion.

4. The Labor Co-Lead notes the responses or counter responses by the manager next to the questions (on the flip chart paper). Some responses will require the manager/leader to get back to the group.

5. At the end of the session, explain that everyone will receive a copy of the document (The Labor Co-Lead will ensure that someone captures the responses, then validates with the manager Co Lead).