

SPREAD THE WORD



It's important to find ways to reach everyone on the UBT. Use these tips to keep your team functioning smoothly and communicating well:



Share regular updates with those who don't attend regular UBT meetings.

Huddles, visual boards and phone trees can help everyone stay connected. Have UBT representatives talk informally with a few team members at a time to fill them in.



Encourage others to ask questions. If you're a team leader, encourage co-workers to share ideas, express concerns and suggest solutions to a problem. Find tips, tools and resources online: LMPartnership.org/free-to-speak



Follow up and take action. Take action on concerns that are raised. Then share the results.