Introducing the UBT Toolkit

Purpose of This Toolkit

- The foundation of the learning strategy for the unit-based team deployment is continuous learning, with the co-lead filling a key role as coach for the team. The purpose of the *Unit-Based Team (UBT) Toolkit* is to supply job aids, tools and templates for unit-based team co-leads to use in leading their teams as they engage in performance improvement and learning.

- The toolkit is organized into nine sections introduced in steps a co-lead would follow to ensure performance improvement. Each section presents tools and job aids to help co-leads progress in their own development and the development of their UBT.

- Each job aid/tool is presented with brief statements of purpose, desired outcomes for use and instructions.
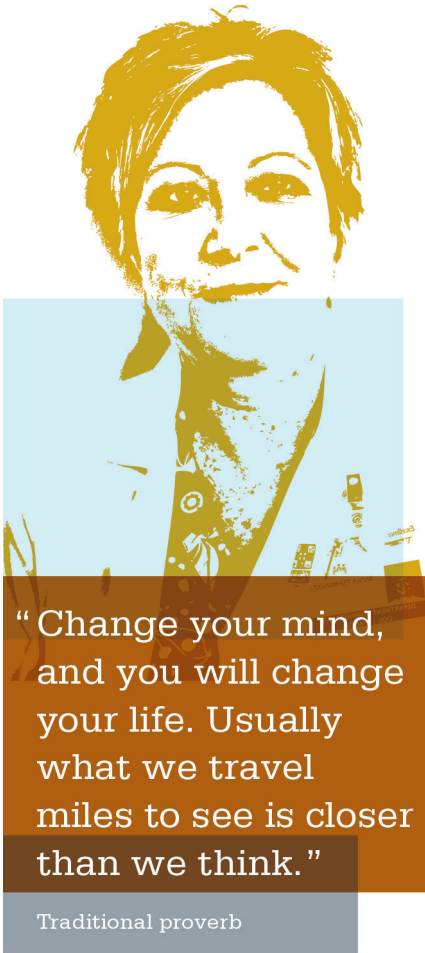
Target Audience for the Toolkit

- The target audience for the toolkit is the co-leads/tri-leads who will be launching a unit-based team.

> "Growing is the reward of learning."
>
> Malcolm X, political and religious leader

Deployment Plan Checklist for the Toolkit	
[ ]	Attendees of a *Co-Lead Workshop* will receive a copy of the toolkit. During the workshop, participants will become familiar with the contents of the kit and will practice using some of the job aids.
[ ]	The *Leading in Partnership Workshop* will imbed certain job aids into the training content but participants will not receive a copy of the toolkit nor will the focus be on toolkit orientation.
[ ]	For those who do not attend a *Co-Lead Workshop*, an overview presentation will be available online, and individuals will be able to download the toolkit in its entirety or by section(s) from the OLMP website at **LMP**artnership.org.

" Change your mind, and you will change your life. Usually what we travel miles to see is closer than we think. "

Traditional proverb

Toolkit Organization

The toolkit is divided into nine sections based on necessary co-lead competencies as described below. Each section has job aids, tools and templates to assist the co-leads to achieve the key competencies.

SECTION 1

- Introduction and Context Setting

SECTION 2

- Competency: Successfully Starting a UBT

SECTION 3

- Competency: Leading Meetings

SECTION 4

- Competency: Improving Performance

SECTION 5

- Competency: Communication

SECTION 6

Competency: Coaching

SECTION 7

- Competency: Rewards and Recognition

SECTION 8

- Competency: Working with Your Sponsor

SECTION 9

- Appendix/Additional Resources

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