Café notes

Time Management

* Reduce time spent in meetings that change leader is in
* Change team I only marginally needed at
* Have county pay for lunch and breakfast and have change team work over lunch
* Have change leader go in early and flex out
* Pre-approved overtime
* Reduce caseload/workload for 2 week time period
* Move some responsibilities to AA’s or other staff or units
* Email meetings
* Skype meetings
* Conference call meetings
* Make the meeting a social event
* Offer incentive (reducing other tasks, recognition of time and ideas)
* Being time consistent and structured
* Assigning tasks, engaging the individuals
* Asking and receiving feedback about what works
* Extending timelines and shifting duties
* Choose members wisely, utilize each person’s strengths, shared vision

Data Analysis:

* Audits
* Pilots
* Excel spreadsheets
* Graphs
* Surveys
* Make data easy to understand
* Share data regularly
* Engage staff in data collection
* Correlate with financial and other benefits
* Articulate and create vision of long term benefits
* Engage staff in identification of what data to collect
* Use it to tell our story (to stakeholders)

Motivating the Team:

* Allow team members to submit their own ideas
* Identify strengths
* Some kind of positive reinforcement, thank you cards after meetings
* Discuss negative if we don’t continue
* Revisit the PDSA cycle to address reason why there may be no progress.
* Show evidence for how it has worked outside the agency.
* Seek validation from outside agencies
* Show/identify even minimal progress
* Seek feedback from consumers
* Maintain consistency/time management of meetings
* Provide food at meetings
* Regular meetings, contact with email,
* Assign duties
* Teams agrees on benefits of project
* Reminders of goals
* Reframing and identify small changes
* Encouraging feedback from members
* Staying informed