



TOOL: Next Level Up: Engaging Your Executive Sponsors

Just as you need to provide sponsorship to UBT co-leads, you, too, need sponsorship from your manager or from your union representative. Your executive sponsor is whomever you go to for support, guidance, resources, clearance or help. Use the tips below to work effectively with your own sponsor to get what you need to fully support UBT co-leads in their work.

As a sponsor and leader:

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| [✓] | Be very clear and specific about what support you need from your executive sponsor. Make it easy for him or her to give it.

For example: You need help to get department heads on board. Ask your executive sponsor to address them at the next department head meeting. Give the executive sponsor talking points and clear outcomes. Offer to create a presentation for him. If you want her to recognize the special effort of the team, describe what they did and the impact, and how you want them to be recognized. Offer to draft a letter for him to sign. If the executive sponsor can't do what you propose, have an alternative suggestion. |
| [✓] | Executive sponsors hate surprises! Keep them informed. |
| [✓] | If you have a problem, or anticipate one, warn the executive sponsor. Cover what the problem is, its impact and what you have done or will do to fix it. |
| [✓] | Make an agreement with the executive sponsor about how often and in what way you will provide updates. |
| [✓] | Make sure you know what the executive sponsor thinks is important and report on that. Saving money is usually important, so tell them how much you have saved or how your plan could reduce expense. Explain your project in your sponsor's language and emphasize what they feel is important. |
| [✓] | Send the executive sponsor a note when you reach a milestone, even if it is small. |
| [✓] | Display charts in your work unit showing UBT progress. This will encourage everyone and make it easy for executive sponsors to stay informed. |
| [✓] | Know what initiatives or projects the executive sponsor is responsible for. Show him or her how your work connects to it. |