Learner Worksheets
Joint Staffing Booster Kit

This document contains handouts for the Joint Staffing Booster Kit. You can use this document to copy specific handouts or as a participant guide you provide to learners.

Activity 2: Knowledge Check

Activity 3: Reflections on Joint Staffing

Activity 4: Are You Ready?

Activity 6: Treasure Hunt

Activity 2: Knowledge Check

1. What date is your staffing plan due? Select the best answer.

    a) August 31st

    b) June 30th

    c) December 31st

2. What is the main resource available to help you develop your staffing plan? Select the best answer.

    a) National Agreement

    b) Your job description

    c) Principles of Responsibility

    d) Joint Staffing Resource Guide

3. In developing a joint staffing plan, which of the following is true as stated in the National Agreement? Select the best answer.

    a) KP managers or co-leads develop staffing plans for approval by Coalition Labor.

    b) Coalition Labor co-leads develop staffing plans for approval by KP managers or co-leads.

    c) Staffing plans must include meaningful participation and input from Coalition Labor.

    d) Management co-leads can submit a staffing plan without Coalition Labor input if they're not available.

4. Is consensus required before submitting your staffing plan? Select the best answer.

    a) No, a simple majority vote is sufficient.

    b) Yes, consensus must be obtained from the unit-based team.

5. Is approval from upper management required before submitting the staffing plan? Select the best answer.

    a) No, UBTs should focus on objective information (e.g., call volumes vs. available staff) to formulate a staffing model that meets the objective need and not worry about what will or will not be approved.

    b) Yes, UBTs should ask upper management to approve the proposed staffing model before submitting it using the online tool.

Activity 3: Reflections on Joint Staffing

1. What do you think is the most important benefit of working together to create a joint staffing plan?

2. Joint staffing planning is still a bit new. What are some workplace practices you already engage in that can help you and your team work together on your staffing plan?

3. Where in the process is it important to gain input from UBT members?

4. What additional support do you need to complete your staffing plan?

Activity 4: Are You Ready?

Process flowchart
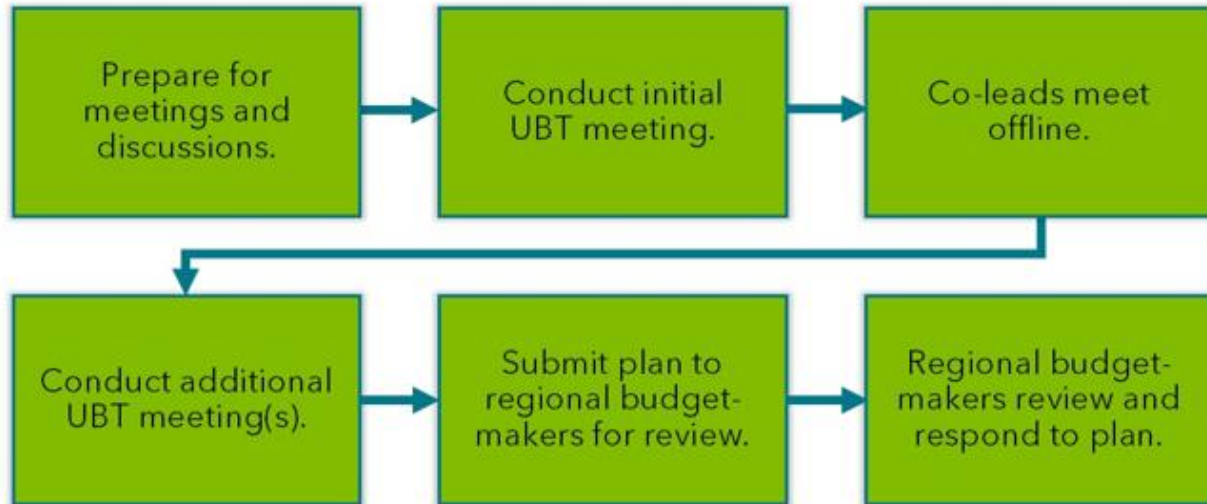
Checklist

Work through the following checklist to identify where you are in completing your staffing plan.

Status: Record whether each step is complete, in progress, or not started.

Action items: Identify specific actions to tackle next and target deadline dates.

Notes: Use this column to record whatever is most helpful for you and your co-lead.

Status	Step	Action items	Notes
	Are we ready to start UBT meetings and discussions? • Basic dataset gathered? • Additional helpful info assembled? • Meeting space or virtual link, invitations, agenda, etc.		
	Have we conducted an initial UBT meeting? • Did we share initial data gathered by the co-leads? • Did we ask UBT members to share their interests and priorities?		

	• Did we gather info from the team about what considerations to focus on and specific data to look at? • Did we form any subgroups or working groups for specific tasks? • Did we allow time for and collect input from the labor caucus?		
	Have co-leads and/or subgroups met one or more times to gather additional data and build consensus? • Has most or all of the needed data and information been gathered? • Have we rounded with UBT members to discuss their input? • Have we used interest-based problem solving to resolve any areas of uncertainty or disagreement? • Have we populated the staffing plan template using the online app with the information we have?		
	Have we held additional follow-up meetings as needed to reach consensus within the UBT? • Have we followed up on any outstanding questions or comments from previous meetings? • Have we shared any new information? • Have we resolved differences using interest-based problem solving? • Have we reached consensus on the staffing plan – every member of the UBT feels heard and included?		
	Have we submitted the final staffing plan to regional budget makers?		
	Have we received a response from regional budget makers?		

Activity 6: Treasure Hunt

Find the following information items

- Joint Staffing Resource Guide: Note the page number(s) in the table below.
- Joint Staffing SharePoint site.

Find this	Joint Staffing Resource Guide	Joint Staffing SharePoint site
Link to the online app		
Steps in the Joint Staffing Process		
Basic dataset to be gathered or provided to each UBT		
Who should participate in joint staffing		
Steps for jointly creating a unit staffing model		
Steps for creating a budget for backfill and planned replacement		
Escalation pathway for removing barriers in joint staffing planning.		
The staffing plan you submitted for the previous year		

Joint Staffing Resource Guide: joint-staffing-resource-guide.pdf

Joint Staffing SharePoint Site: https://sp-cloud.kp.org/sites/LMPCoalitionJointStaffing?mkt_tok=NzE1LVJJWi05NTkAAAGYBmPthMjGilPGUVicMkJphIb6k6YKIXwmENI1kJ8nZLnPTBL-_LBTQ7DpIr3hyQuuhx0Rw9aTHFKdXgzMeYg