

Forming an enterprise improvement team – Checklist

1. Team members	✓
Have you created an EIT appropriate to the size and needs of your workplace (a minimum of 5-7 people and a maximum of 10)?	☐
Is there greater representation of workers in relation to management?	☐
Is there a balanced representation of different workplace functions/departments? Men/ women, cultural (ethnic) or special interest (e.g. disabled) groups?	☐
If trade unions are involved in your workplace, are they consulted and represented?	☐
Have you decided on a coordinator – a senior manager with the power to approve activities, and who ensures other parties are informed?	☐
2. Tasks	✓
Has the team coordinator ensured that all participants understand the EIT's tasks?	☐
Has the team received briefing from the members who attended the classroom training?	☐
Has the team identified and prioritised key areas to improve the workplace's productivity?	☐
Has the team prepared for / reflected on its meeting with the programme expert?	☐
Has the team prepared a plan to implement the improvements?	☐
Has shared training in how to use the tools derived from the programme modules taken place?	☐
Has the team constantly applied the main themes of the EIT programme: ► Use of joint problem-solving techniques ► Encouraging open dialogue between workers and management and ensuring that the voices of women and men workers from all social groups are heard. ► Achieving change through the use of systems not one-off action ► Measuring achievements to demonstrate success	☐