

GUIDE TO THE LEADINGAGE ILLINOIS WORKFORCE SOLUTIONS TOOLKIT

The LeadingAge Illinois Workforce Solutions Toolkit is intended to provide members with tools and resources that will foster a culture of team member engagement, resulting in increased staff retention and improved workplace productivity. This toolkit is based on quality improvement and performance excellence principles and is organized around five core principles of team member engagement.

THE TOOLKIT MATERIALS INCLUDE:



A Readiness Assessment to test your readiness across the five principles and discover what your organization is doing right and gain a better understanding of the areas you should focus on next.

5 Facilitator Guides that detail every tool available for each principle and include resource links.

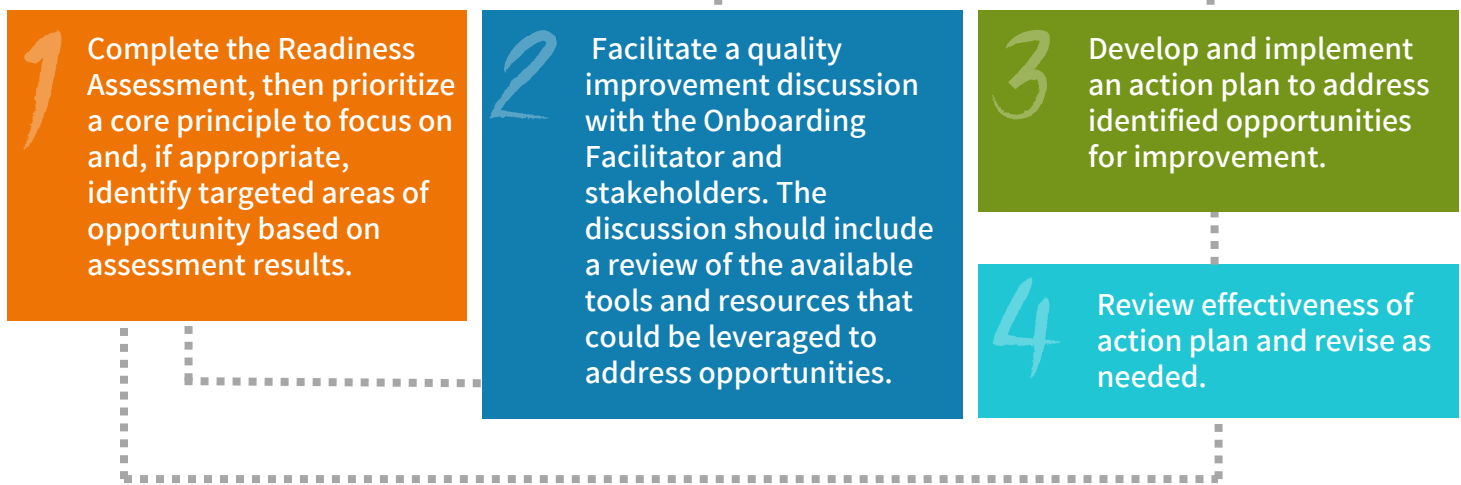


Training documents and supporting tools designed to enable each organization to customize the tools and resources to community specific culture, resources, and processes.

IDENTIFYING AN ONBOARDING FACILITATOR:

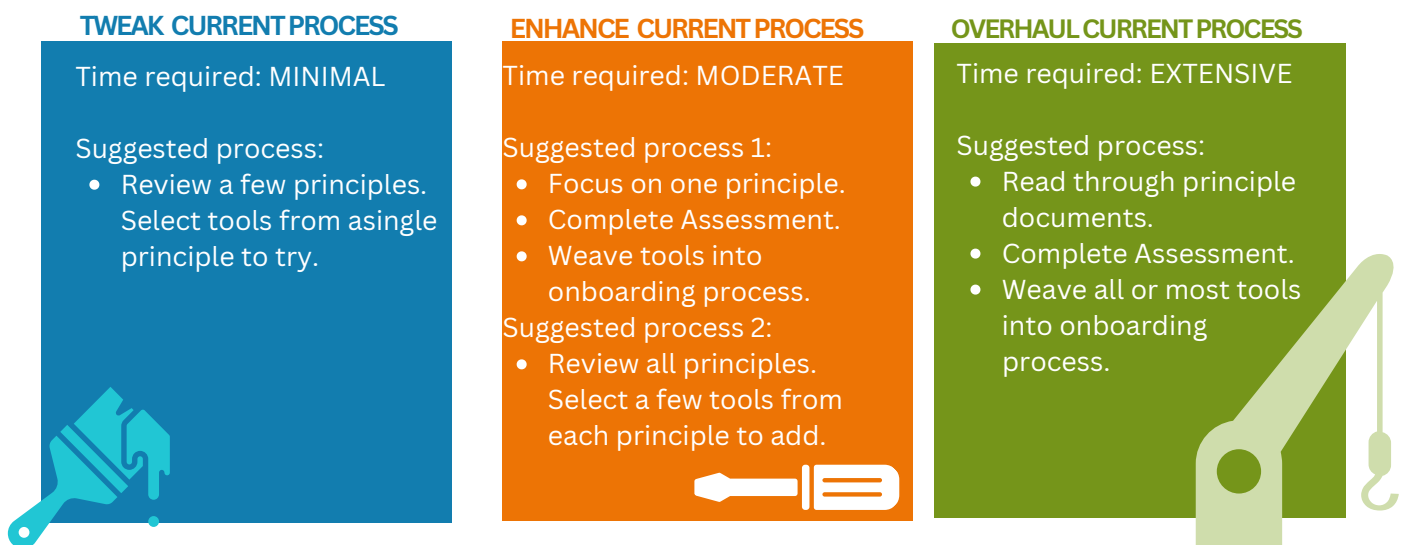
We recommend identifying an Onboarding Facilitator. This may be the human resources representative, staff education representative, housing director, executive director, administrator, training coordinator, quality improvement leader, a member of the management team, an individual external to the organization or a collective group of individuals. Facilitators should have a strong understanding of the organization's current orientation and onboarding process. This person will be responsible for implementing or coordinating the implementation of the Toolkit.

HOW TO USE THE TOOLKIT:



TIPS FOR SUCCESS:

ALIGN GOALS & EFFORTS - Depending on assessment results, your objectives, and your resources, align your efforts to overhaul, enhance, or tweak your current processes.



SHARE THE STORY - Communicate an authentic and empathetic message to generate the support and make a powerful positive change.

UNDERSTANDING THE POWER OF INFLUENCE - The leadership team needs stakeholder buy-in. Be personable, communicate focus, and execute on solutions.

SET EXPECTATIONS - Expect resistance to change. Identify individuals who will, and won't, support the transition. Respect everyone's right to have their own reactions and strategize regarding communicating with those that may undermine the change effort.

COMMIT TO ONGOING IMPROVEMENT - Human capital strategies will continue to evolve. Schedule this implementation with time to evaluate if changes are having the desired impact.

Ready to get started? [Click here](#) for the Readiness Assessment. And learn how activities correlate to principles [here](#).