### Ombuds Services for Teams
#### Process Check List for Leadership

<table>
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<th>Date Completed</th>
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#### Leadership meets with Ombuds Services to:
- Discuss goals, clarify the process and its limitations
- Decide what question(s) visitors should focus on during their 1:1 visit to Ombuds
- Set the end date for when all team members (including leadership) should have had their 1:1 visit with Ombuds
- Schedule date/time for Ombuds presentation

#### Draft e-mail to Ombuds
- Leadership sends Ombuds Services a draft of the announcement for review before the e-mail announcing the initiative is sent to the team

#### Ombuds recommends changes to draft e-mail or confirms it’s good-to-go

#### Ombuds presentation
- Ombuds Services makes a presentation to the group explaining Ombuds Services and answering questions
- Presentation is about 20 min.

#### E-mail announcing initiative is sent to team

#### 1:1 visits with Ombuds
- Each member of leadership has a 1:1 confidential visit
- Each team member has a 1:1 visits with Ombuds

#### Leadership meets with Ombuds
- Within 3 weeks of the pre-determined date when all 1:1 visits should have been completed, leadership meets with Ombuds to discuss next steps.
- Change takes time. Leadership is welcome to continue to meet with Ombuds over the next several months to discuss “now what?” (punctuation)

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