

Co-BALT Charter:

Purpose: The Collaboration on Best Alternatives Learning and Technology (Co-BALT) group is established to identify, assess, and recommend innovative solutions that integrate new learning efforts, technology, and process improvements throughout the organization.

Mission: Co-BALT aims to foster a culture of collaboration, continuous learning, and innovation. This is achieved by leveraging the collective expertise and knowledge of employees to drive process improvements that will support the organization's strategic goals and level of efforts (LOEs).

Objectives:

1. Identify areas within the organization where new learning efforts, technology, and process improvements can be integrated to support process improvement.
2. Assess and evaluate potential solutions, considering factors such as feasibility, cost-benefit analysis, and impact on employees and stakeholders.
3. Recommend innovative solutions that align with the organization's strategic goals and priorities.
4. Collaborate with stakeholders to design, develop, and implement recommended solutions.
5. Monitor and evaluate the effectiveness of implemented solutions, identifying opportunities for further improvement.

Scope: Co-BALT will focus on identifying and addressing process improvement opportunities across the organization, with a particular emphasis on:

- Leveraging technology to enhance efficiency, productivity, and employee engagement.
- Developing and implementing new learning efforts to support employee development and capacity building.
- Streamlining processes and efficiency to improve organizational performance.

Membership: Co-BALT is comprised of employees from various departments and levels, ensuring a broad range of perspectives and expertise. Membership will include:

- Representatives from key departments and functions.
- Subject matter experts in areas such as technology, learning and development, and process improvement
- Employees with a passion for innovation and continuous improvement

Meetings and Operations: Co-BALT will meet regularly to discuss ongoing projects, share knowledge and best practices, and identify new opportunities for process improvement. The group will operate in an open and transparent manner, with clear communication and collaboration with stakeholders.

Alignment with Organizational Goals: Co-BALT's efforts will be aligned with the organization's strategic goals and priorities, ensuring that recommended solutions support the overall mission and vision of the organization.

Aloha Spirit: Co-BALT will embody the principles of the aloha spirit, prioritizing collaboration, empathy, and kindness in all interactions. The group will strive to create a positive and supportive work environment, fostering a culture of continuous learning and improvement.

What is Managing with Aloha? – Rosa Say (2016)

- Embracing a culture of compassion, kindness, and empathy. In an agile government organization, this means prioritizing employee well-being, fostering a positive work environment, and encouraging open communication.

Introduction: Good morning/afternoon, Executive Director & leadership. I'm excited to introduce Co-BALT, a process improvement initiative aimed at enhancing the efficiency, effectiveness, and quality of services within our organization. Co-BALT stands for Collaboration on Best Alternatives Learning and Technology, and its mission is to foster a culture of collaboration, continuous learning, and innovation.

Current Challenges: As we strive for excellence, Co-BALT has identified several areas that require attention. These include:

1. **Generational divide and cultural training:** There is a need to bridge the gap between different generations and cultures within our workforce to ensure effective communication and collaboration.
2. **Portfolio management:** There is a need for a more structured approach to managing our projects and initiatives to ensure alignment with organizational goals and priorities.
3. **Autonomy and oversight:** There is a need to strike a balance between granting autonomy to regional locations and areas while ensuring that headquarters guidance is followed.
4. **Employee engagement:** There is a need to create an environment where employees feel valued, motivated, and enjoy coming to work. We need to explore ways to shift the focus from "I have to come to work" to "I get to come to work."
5. **Psychological safety and survey participation:** There is a need to address the fear of completing vital assessment surveys, such as the DEOCS climate survey, and ensure that employees feel safe sharing their feedback.
6. **Civilian Administrative Officer:** We should consider establishing a Civilian Administrative Officer (AO) to support our civilian workforce, similar to the precedent set by other commands.
7. **Leadership and supervisor training:** We should work to develop a comprehensive training track for leaders and supervisors, including mentorship and 360 leadership assessments.
8. **Awards and recognition:** We must revitalize our awards program to boost morale and recognize employee achievements.

Recent Identifications: Additionally, Co-BALT has identified the following areas for improvement:

1. **Audits and assessments:** Conduct regular audits and assessments, both horizontally and vertically, to ensure that our processes and systems are effective and efficient.
2. **Trip reports and repository:** Consider implementing trip reports and creating a repository with tags and keywords for research.

3. **Meeting minutes and archiving:** Improve our meeting minute-taking and archiving processes to ensure that action items are tracked and completed.
4. **Timer/tickers and professional forums:** Explore the use of timer/tickers to facilitate professional forums where decorum is practiced, and people can speak uninterrupted within time constraints.

Co-BALT's Role: Co-BALT is poised to address these challenges and opportunities by:

1. **Facilitating collaboration:** Bringing together employees from different departments and levels to share knowledge, expertise, and best practices.
2. **Identifying and prioritizing initiatives:** Help to identify and prioritize process improvement initiatives that align with organizational goals and priorities.
3. **Developing and implementing solutions:** Collaborate with stakeholders to design, develop, and implement solutions that address the identified challenges and opportunities.
4. **Monitoring and evaluating progress:** Track and evaluate the effectiveness of implemented solutions to ensure they are meeting their intended objectives.

Next Steps: I propose the following next steps:

1. **Establish a Co-BALT team:** Assemble a diverse team of employees to lead the Co-BALT initiative.
2. **Conduct a thorough analysis:** Conduct a thorough analysis of the identified challenges and opportunities to prioritize initiatives and develop a roadmap for implementation.
3. **Develop a comprehensive plan:** Develop a comprehensive plan that outlines the initiatives, timelines, and resources required to address the identified challenges and opportunities.
4. **Present the plan:** Present the plan to the Executive Director and other stakeholders for feedback and approval.

Conclusion: Co-BALT is a critical initiative that can help our organization address its challenges and opportunities, improve employee engagement, and enhance its overall performance. I believe that by working together, we can create a more collaborative, innovative, and effective organization that benefits both our employees and the customers we serve. Thank you for considering Co-BALT. I look forward to the opportunity to discuss this further.

As we discuss ways to improve our organization, I wanted to share with you some ideas I've been considering. The identified areas of concern could make positive changes across the organization. That said, if you would allow, I would like to walk you through each of them.

To start, I have been thinking about how we can improve our organization's culture and employee engagement. One area that came to mind is the **generational divide and cultural training**. I think it would be helpful to provide training that helps our employees understand and appreciate the different generations and cultures within our workforce. This is important because individuals' function on different levels depending on their training and background.

Another area I have been considering is **portfolio management**. I think it would be beneficial to have a more structured approach to managing our projects and initiatives, to ensure that they're aligned with our organizational goals and priorities.

I have also been thinking about how we can give our regional locations and areas more **autonomy and oversight**. I think it's important to strike a balance between giving them the freedom to make decisions and ensuring that they are following headquarters guidance.

In terms of **employee engagement**, I think we need to focus on creating an environment where employees feel valued, motivated, and enjoy coming to work. I'd like to explore ways to shift the focus from a mindset of "I have to come to work" to "I get to come to work."

I have also been concerned about the **fear of completing vital assessment surveys**, such as the DEOCS climate survey. I think we need to address the fear of retaliation or negative consequences and ensure that employees feel safe sharing their feedback.

Additionally, I think it would be beneficial to establish a **Civilian Administrative Officer (AO)** to support our civilian workforce, which would be similar to other commands and the precedent already established.

In terms of **leadership and supervisor training**, I recommend we develop a comprehensive leadership training track that includes mentorship and 360 leadership assessments.

I have also been thinking about how we can **revitalize our awards program** to boost morale and recognize employee achievements.

Recently, I noticed a growing need for **audits and assessments** to ensure that our processes and systems are effective and efficient. I think it would be helpful to conduct regular audits and assessments, both horizontally and vertically.

I have also been thinking about the value of **trip reports and a repository** with tags and keywords for research. I think this could be a useful tool for sharing knowledge and best practices across the organization.

In terms of **meeting minutes and archiving**, we need to improve our processes for taking and archiving meeting minutes. This would enhance the documentation of action items which can then be tracked and completed for effectively and on time.

Finally, I recommend we explore a process that involves the use of **timer/tickers and professional forums standards** to facilitate discussions and ensure that everyone has a chance to contribute.

Looking forward to your thoughts on these ideas and a discussion on how we can move forward with implementing them.

Co-BALT Initiative: Areas for Improvement and Opportunities for Growth

As we discuss ways to improve our organization, there are several identified several areas that I believe are crucial to our success. Below are the key areas I would like to bring to your attention:

1. **Generational Divide and Cultural Training:** Improving understanding and appreciation of different generations and cultures within our workforce
2. **Portfolio Management:** Implementing a structured approach to managing projects and initiatives
3. **Autonomy and Oversight:** Balancing regional location and area autonomy with headquarters guidance
4. **Employee Engagement:** Creating an environment where employees feel valued, motivated, and enjoy coming to work
5. **Psychological Safety and Survey Participation:** Addressing fear of retaliation and ensuring employees feel safe sharing feedback
6. **Civilian Administrative Officer:** Establishing a support role for our civilian workforce
7. **Leadership and Supervisor Training:** Developing a comprehensive training track with mentorship and 360 leadership assessments
8. **Awards and Recognition:** Revitalizing our awards program to boost morale and recognize employee achievements
9. **Audits and Assessments:** Conducting regular audits and assessments to ensure effective and efficient processes and systems
10. **Trip Reports and Repository:** Implementing a system for sharing knowledge and best practices across the organization
11. **Meeting Minutes and Archiving:** Improving processes for taking and archiving meeting minutes
12. **Timer/Tickers and Professional Forums:** Facilitating discussions and ensuring everyone has a chance to contribute

These areas are not exhaustive, but they represent key opportunities for growth and improvement. When available, I would like to discuss each of these areas with you in more detail and explore ways to address them through the proposed Co-BALT initiative.