

IMPLEMENT CONTINUOUS IMPROVEMENT

Tips for Roster Managers

Are you a Roster Manager with staff who have a preference to either work or not work on specific days and/or times each week on an ongoing basis for a defined period?

1. GROWTH MINDSET



Adopt a growth mindset. Believe you can make a difference.

2. DEFINE CIRCLES



Define your circles of influence to determine how you can make an impact directly or indirectly in the short and long term.

3. TEST IDEAS



Regularly generate, test, refine and implement new ideas. Share, collaborate, co-create and innovate with colleagues.

4. DETERMINE OUTCOMES



Determine the outcome you are aiming to achieve. Consult with relevant stakeholders to confirm agreement.

5. ANALYSE STATUS



Analyse current state to identify areas for improvement and to develop action plans.

6. MANAGE TIME



Manage time to prioritise innovation, set time in your schedule and actively protect time to ensure it is not interrupted.

7. INCREMENTAL IMPROVEMENT



Break larger goals into smaller goals and aim for incremental improvement.

8. CHALLENGE



Challenge existing practices and continually look for better ways of approaching tasks.