

“Meet and Confer” Flowchart

IDEA



DEVELOP PLAN

CONSULT WITH YOUR MANAGEMENT TEAM / HR



TROUBLE SHOOT / BRAINSTORM

Don't forget to give yourself at least four weeks before the planned implementation date!



NOTIFY UNION AND DISCUSS WITH STAFF



PREPARE FOR MEETING

CONSULT WITH YOUR MANAGEMENT TEAM / HR



MEET AND CONFER



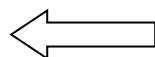
CONSIDER CHANGES

CONSULT WITH YOUR MANAGEMENT TEAM / HR



NOTIFY UNION OF DECISION

REVISE PLAN



DEVELOP AN IMPLEMENTATION PLAN



IMPLEMENT



MONITOR AND ADJUST IF APPROPRIATE

CONSULT WITH YOUR MANAGEMENT TEAM / HR

