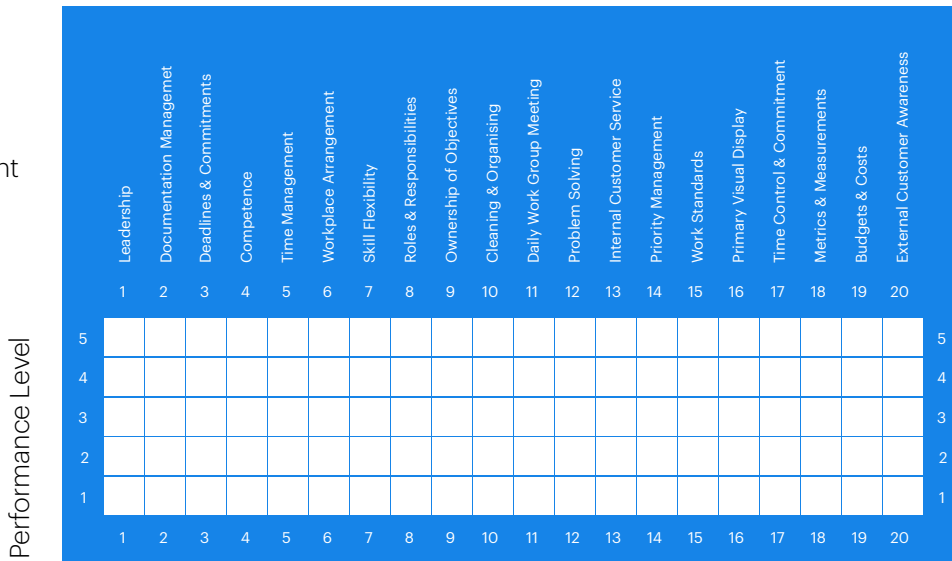




KCG 20 Keys® for Workgroups

▲ Goal
■ Current



Performance Level	
1	Traditional
2	Learning
3	Leading
4	World Class
5	Currently Invincible

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What is it?

A tool that drives workgroup assessment and long term improvement planning.

What can it be used for?

To focus the workgroup's efforts in the key areas they need to improve.

How to do it:

1. These guidelines follow top team commitment to following 20 Keys.
2. The team leaders are trained in the 20 Keys.
3. The team leader introduces the approach to their workgroup.
4. Each workgroup rates its current level of achievement.
5. Each workgroup calculates its annual point objective.
6. Each workgroup selects the keys and points to work on during the next year.
7. Each workgroup selects the first key to work on during the next several weeks to a month.
8. Each workgroup led by the team leader develops a plan for going after the first point on the first key it has selected.
9. As each point is achieved, the KCG 20 Keys graph posted on the Primary Visual Display is changed and the next plan to earn the next point is generated, posted and implemented.

Tips and guidelines

Create a large version of the graph either on a white board or a piece of A1 paper, so that the entire group can view it.