



## Best Practices Tools

### Proposed Agenda Item Submission Form

Issue Statement: Describe specific events or behaviors that show what is happening and how, to, whom, when, and where.

Background: Briefly describe why this is an issue, for whom, when, where, why and how.

Describe attempts to resolve the issue (include names, titles, time frames, etc.)

What is the change that is desired? (That is, what is happening that you want stopped, or what would you like to happen that is not and why).

Why is it in your labor or management counterpart's best interest to support resolution of this issue?

# Proposed Agenda Item Submission Form (continued)

Briefly Describe as many options as possible for resolving or addressing the issue stated. Be Creative!

Option 1

Option 2

Option 3

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

Worksite: \_\_\_\_\_

Phone: \_\_\_\_\_

Representing:

Labor \_\_\_\_ Management \_\_\_\_

Date Submitted: \_\_\_\_\_