



HR INNOVATION DAY TOOLKIT

HR's fourth Innovation Day is February 1, 2024. HR Innovation Day is a full workday devoted to creating new ideas and systems that will help push beyond what we have traditionally done in HR and move us to the next level. With all the changes in the current workforce landscape, there is no better time for us to be innovative.

HR Innovation Day allows you to tap into your creativity. You all bring different insights and experiences to the table, and we are excited to see your creativity come to life.

THE PLAN

1. DAY & TIME

Innovation Day will be held from 9:00 a.m. – 4:00 p.m. on Thursday, February 1, 2024. All co-workers are expected to adjust their schedules to accommodate this time frame.

2. THEME & PROMPT

Innovation Day 2024 will be focused on improving self-service options for clients.

Teams will produce an idea to offer more self-service options in their unit. Ideas should leverage one or more of the following: use of AI, website updates/enhancements, or improvements to internal processes and/or workflow. All ideas should be realistic, include an implementation plan (with dates, resources needed, etc.), and specifically highlight the customer service enhancement your idea would realize.

3. TEAM ASSIGNMENTS

You will work with co-workers in your department. Enterprise leaders will determine if larger departments/units need to be broken out based on job functions, etc.

4. EXPECTATIONS

All co-workers are expected to participate. If you have a prior obligation, e.g., new employee onboarding, etc., that requires your participation on Thursday, February 1, please let your supervisor know as soon as possible. You are excused from participating in Innovation Day ONLY for the time that you are committed to another obligation. Before and after your prior obligation you are expected to be working on Innovation Day activities.

Co-workers with pre-approved vacation on Thursday, February 1 are exempt from participating.

5. GOALS

Your team is to focus on one idea/solution to address the prompt of improving self-service options for our clients. Be thoughtful and pragmatic with your solutions. Ideas must include an implementation plan.

You are HIGHLY encouraged to think creatively. Nothing is off the table. The most logical, effective solution could come from the most unexpected idea.

Be sure to develop supporting points and justifications for why your solution should be considered for implementation. Enter your supporting points and justifications into [Bright People, Brilliant Solutions \(BPBS\)](#). Your solution will go head-to-head with the other teams.

6. DEADLINE

All ideas/solutions must be entered into [BPBS](#) by Friday, February 2, at 12:00 p.m. (noon).

7. PREPARATION

a. Contact your team.

All co-workers should reach out to the other members of their team and start team planning.

b. Decide on location to meet.

Teams should meet in person, but no one is required to go to Theory or Manchester.

Remote co-workers are not required to come in person, but participation is required.

c. Assign roles.

Each team should select the following:

i. Team Captain (facilitator/chair/foreman/spokesperson)

- Ensure everyone understands the meeting logistics
- Encourage creative thinking
- Make sure everyone participates
- Help maintain team focus
- Ensure goals are met

ii. Scribe

- Collect team mobile numbers and share the numbers with your team so that people can contact each other via text on Innovation Day
- Take notes

- Enter final solutions/ideas into [BPBS](#) by the deadline
- iii. Time Keeper
- Keep team on schedule and on track
- iv. Logistics Coordinator
- Set up the meeting location (in-person, hybrid, or remote)
 - Set up supporting platforms that are accessible by everyone on your team (Teams, SharePoint, etc.).
- d. **Start brainstorming.**
Although Innovation Day doesn't start until February 1, the prompt was shared early with you to allow you to start brainstorming.
- e. **What helps you be creative?**
If there is something special that helps you free your mind and be creative, e.g., doodling, Playdoh, music, meditation, a favorite pillow, lying on a yoga mat, a sour snack, etc., make sure you have it with you during your meetings. You'll have to talk through the options as a team. Certain types of music may inspire some people and make others want to check out. So please, work together to create a creative space.

8. DAY OF THE EVENT

On Innovation Day, be prepared and rested, with a clear mind.

a. **Meet at your pre-selected location or virtual platform at 9:00 a.m.**

b. **Reach out if you have issues.**

Reach out to Monica Shaffer at 949-433-7507, if you have any questions or concerns on Innovation Day. Text message will be best. Your supervisor should also be able to assist you.

c. **Enter your ideas.**

It's highly advisable that you enter your ideas into [BPBS](#) by 5:00 p.m. on Innovation Day, but it's your call. Just make sure your ideas are entered before noon on Friday, February 2.

Write your idea (aka solution) in a way that elicits interest and passion from other HR co-workers. Tell them WHY your idea should be selected. Include an implementation plan (with dates, resources needed, etc.) on [BPBS](#).

Here's how to submit your idea into BPBS:

- Log into Bright People, Brilliant Solutions: <https://bpbs.hr.uci.edu>

- Click on the campaign titled “HR Innovation Day 2024”
- Click on the “Submit Idea” button
- Write in your idea

Helpful Hints:

- Make your idea more attractive by adding an illustration, photograph, or video. Working collaboratively to create a video is highly recommended as videos help grab attention and engage viewers.
- Be sure to state your topic description in your idea so people know the problem you are trying to solve.
- Include reasons why your idea works, how your idea provides better customer service or enhanced self-service options for our clients, why people should like, comment on and share your idea with others.
- Promote your idea!

9. AFTER INNOVATION DAY – VOTING, SELECTION AND FINALIST PRESENTATIONS

Once all idea(s)/solutions(s) have been entered into BPBS, voting will open. You will vote on the solution you like best by liking, commenting on, and sharing the ideas with other HR co-workers. The four ideas that receive the most votes, likes, comments, and shares will move to the evaluation round, where the team will be invited to present at the February 22 HR Town Hall. Voting will be February 5 - 9. Voting is easy.

- Log into Bright People, Brilliant Solutions at <https://bpbs.hr.uci.edu>
- Go to MY DASHBOARD in the main menu
- Look at the MY ACTIVE CAMPAIGNS section
- Select HR INNOVATION DAY 2024
- You will be taken to the HR INNOVATION DAY 2024 campaign
- Below the campaign title, you will see a row of menu items – select IDEAS
- Read all the ideas, vote on ideas, like ideas, comment on ideas, and share ideas with others

All HR co-workers will vote live for the Best Overall: Support to Clients and Team Award in the HR Town Hall.

10. OTHER AWARDS

In addition, the following awards will be given out at the HR Town Hall:

- Most Innovative
- Best Use of Technology
- Most Creative

QUESTIONS?

Contact Monica Shaffer at monica.shaffer@uci.edu with any questions.