

Developing a plan of action for your workplace:

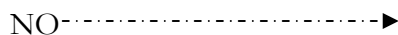
Do you have...

Here's what you need to do...

Support from key stakeholders?

YES

NO

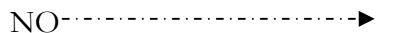


- Secure support from the top in terms of championing initiatives, willingness to respond to employees needs, staff time and money to commit to make it happen
- Employee and union support

A written statement of commitment?

YES

NO

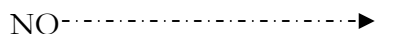


- Develop and communicate a policy that expresses employer's intent to protect and promote employees health by fostering a healthy work environment
- Align vision/mission/ business strategy with value of people

A committee that will accept responsibility for carrying out the plan of action?

YES

NO

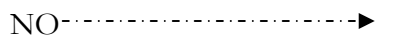


- Delegate responsibility of carrying out the action plan to an existing committee or form a new one
- Form linkages (e.g. MC, HR, OH & S, Communications, EFAP)

A completed a needs assessment of employee and organizational needs?

YES

NO

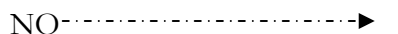


- Find out what's been done in the past
- Take inventory of what is currently happening
- Collect employee input & organizational data

An action plan based on the needs assessment?

YES

NO

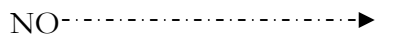


- Write an action plan. Include your objectives and evaluation plans. It will provide focus, help you justify resource utilization and demonstrate accomplishments

Active implementation of the action plan?

YES

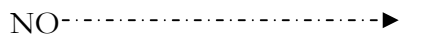
NO



- If you've developed the action plan but nothing is happening, find out why and revise your strategy
- Struggling with ideas? Contact your local Public Health Unit for resources on healthy lifestyles.

Ongoing evaluation(s)?

NO



- Lack of knowledge? Arrange for training or outsource
- Afraid of exposing a weakness? Use this information to improve your program or strategy
- Lack of time? Outsource
- No money? Use internal resources or partnerships (e.g. University, volunteer, etc.)
- Not a priority? Demonstrate the need for evaluation(s)