

5 Step Guide Accompanying Checklist

For long term sustainable action



ACTION	Not Yet Planned	Planned	Implemented
<p>Gather the Troops <i>Recruit an ambassador for a small organization and a steering committee for med-large organizations</i></p>			
<p>Conduct a Stakeholder Readiness Analysis <i>If applicable</i></p>			
<p>Conduct an Assessment <i>To determine factors that can better support health and performance (including PHS)</i></p>			
<p>Develop a Business Case Based on Stakeholder Priorities / Assessment Results <i>If required</i></p>			
<p>Gather Employee Input <i>Via confidential survey (s), team meetings, suggestion boxes, focus groups etc. Note: you may have existing data you can use</i></p>			
<p>Communicate Results <i>Share assessment and employee input and next steps</i></p>			
<p>Prioritize the Top Two to Three Priorities <i>Develop long term actions as relevant with stakeholders</i></p>			
<p>Align Health and Performance Goals with the Organization's Broader Strategic Goals</p>			
<p>Develop a Relatable Vision and Guiding Principles</p>			
<p>Develop/Update the Employee Code of Conduct</p>			

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<p>Communicate the Top Priorities, Vision, Code and Expectations <i>Early and often</i></p>			
<p>Develop an Evaluation Plan <i>Include clear measures of success</i></p>			
<p>Secure Necessary Resources <i>As required</i></p>			
<p>Adapt or Develop a Policy Statement <i>As required to demonstrate commitment and accountability</i></p>			
<p>Develop an Implementation Plan <i>Develop it with the troops ensuring there is shared accountability and ownership (as applicable)</i></p>			
<p>Develop a Strong, Multi-faceted Communication Plan</p>			
<p>Offer Regular Leader and Employee Training <i>That addresses well-being and psychological health and safety</i></p>			
<p>Create Accountability Measures <i>Hold leaders and employees accountable for creating a healthy environment</i></p>			
<p>Celebrate Successes Often</p>			
<p>Schedule Regular Evaluations to Innovate</p>			
<p>Obtain an Employer of Choice Designation</p>			