

Healthy Workplace Participatory Program Facilitator Description

The facilitator is key to the success of the Healthy Workplace Participatory Program. In broad terms, the facilitator runs Design Team meetings and helps ensure that the program is making progress. The facilitator enables the Design Team and Steering Committee to communicate regularly and collaborate productively. A facilitator may be recruited from among internal employees or hired as a consultant. A good facilitator must demonstrate the following qualities: impartiality, written and oral communication skills, project management skills, and organizing skills.

Plan and run Design Team meetings

- Develop and prepare meeting agendas and handouts
- Attend meetings of employee Design Team every 3 weeks
- Record and file meeting notes

Estimated time commitment: 4 hours per month (2 hours in meetings, plus 2 hours scheduling, preparation, follow-up)

Facilitation of the Design Team's work

- At the Design Team meetings, guide the team through the participatory program steps, and ensure that progress is made towards proposing solutions to workplace health and safety issues. For advice on how to do this, see the facilitator guide.
- Identify internal and external resources as needed to assist with design team activities
- Synthesize the Design Team's proposed solutions into a format appropriate for presenting to the organization's management (the Steering Committee)

Estimated time commitment: 4 hours per month

Communication between Design Team and Steering Committee

- Schedule and facilitate periodic meetings between Steering Committee and Design Team to foster communication and collaboration on projects to be implemented
- Encourage and ensure communication between Design Team and Steering Committee so the groups are always kept informed of each other's progress

Estimated time commitment: 2 hours per month

About 10 hours per month are needed to fulfill these roles.