



Steering Committee Sample Agendas

1st meeting

- Welcome to Steering Committee (SC) members and introductions
- SC is given an overview of the Healthy Work Participatory Program
- SC is trained on its own purpose and role, and that of the Design Team (DT)
- SC brainstorms how to assess organizational health needs
 - For suggestions, refer to the “Assessing Workplace Health Issues and Concerns” page in the Healthy Work Participatory Program website
- SC starts thinking about
 - Possible DT members
 - Candidates for the role of Facilitator

2nd meeting

- SC creates a DT member list and plans to recruit them (e.g. contact supervisors, managers, then contact employee)
- SC identifies a candidate for the role of Facilitator, makes plans to recruit this individual, and provides him with access to the Healthy Work Participatory Website and its training tools
- SC develops a communication plan: how will the general staff be informed of the Healthy Work Participatory Program and its progress?

3rd meeting

- Facilitator prepares for and runs the meeting
- Activity 1: Review results of the health needs assessment
- Introduce the Intervention Planning Tool.

4th meeting

- DT starts Intervention Planning activities; Facilitator keeps SC routinely informed of progress
- SC and DT meet: DT presents intervention proposal and hosts a Q&A session

5th meeting

- SC reviews solutions proposed by the DT
- SC rates solutions based on the items added to the analysis: obstacles, costs, benefits
 - This is step 5 of the Intervention Planning tool, available in the Healthy Work Participatory Website



- What can the DT do? Does the SC need more clarification? What is the initial plan to move solutions forward (who SC needs to contact, who will be involved)?

6th meeting

- SC and DT meeting: SC provides DT with feedback and goes over a possible plan

Future plans:

- Communication plan: communicate implementation to supervisors and others who might be impacted by the changes
- Implementation plan: SC and DT (separately or together) should propose an implementation plan (phase 1: only few will see the change and phase 2: all employees will see the change)
- Evaluation plan: how to evaluate intervention