



START-UP SESSION 1

Welcome to the HWPP

DT Design Team Handouts

Handouts:

- **Design Team Agenda**
- **Well-being and Work**
- **Roles of the Design Team (DT), Steering Committee (SC), and Facilitator**
- **Sequence of the HWPP Activities**
- **To Do**



Design Team Agenda

Meeting Intent:

Launch the Design Team as a cohesive working group.

Desired Outcomes:

1. Understand the goals and activities of the Healthy Workplace Participatory Program (HWPP)
2. Be clear about the roles of the Design Team, Steering Committee, and Facilitator
3. Create agreements for participation and communication

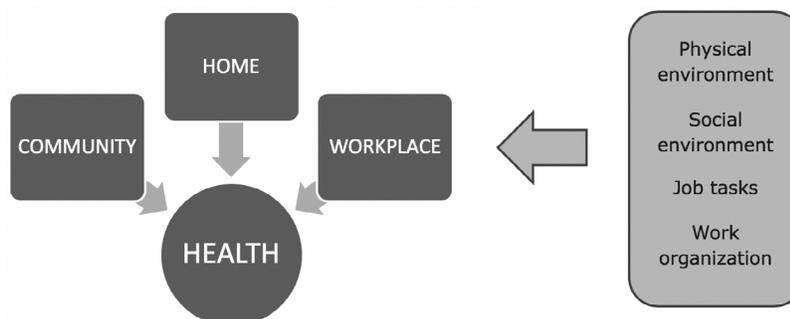
When	What	Discussion Questions
0:00 (5 min)	Check-in	<i>My name, my position, why I am here</i>
0:10 (5 min)	Review the meeting plan	
0:15 (20 min)	1. Purpose of HWPP Handout: Well-being and Work	<i>How do we think about well-being at work? What is this program all about?</i>
0:35 (10 min)	2. Roles and Responsibilities Handout: Roles of the Design Team, Steering Committee and Facilitator	<i>What are the roles of program participants? How will the two committees interact?</i>
0:45 (15 min)	3. Team Agreement: Participation/Attendance	<i>What do I expect from the team in terms of participation & attendance?</i>
1:00 (15 min)	4. Team Agreement: Communication	<i>How can we access materials and communicate with each other between meetings?</i>
1:15 (10 min)	5. HWPP Sequence Handout: Sequence of HWPP Activities	<i>What will we do as a team in the next few meetings?</i>
1:25 (3 min)	6. Next steps	
1:28 (2 min)	Check-out	<i>One word to describe how you are leaving this meeting</i>

Well-being and Work

1. What does well-being mean to you?

2. How does this workplace support your well-being?

3. Are there aspects of well-being that could use more attention here?



Roles of the Design Team (DT), Steering Committee (SC), and Facilitator

DT

Design Team:

- “Front line” employees who produce the work of the organization
- Are knowledgeable about the safety and well-being problems that employees experience on a day-to-day basis
- Develops and proposes ideas for solutions that improve the work process and environment to be more supportive of employee safety, health and well-being.
- Helps with supporting the implementation of new solutions

ST

Steering Committee:

- Administrators, managers, and supervisors
- Have authority to make policy and budget decisions
- Considers and selects interventions (solutions) to support employee safety, health and well-being
- Coordinates resources to implement and evaluate interventions

F

The Facilitator:

- Neutral person who is trusted and can relate well to staff at all levels of the organization
- Coordinates Design Team activities; assures communications between DT and SC

The HWPP two-committee structure:

- **Engages employees at all levels**
- **Leverages the knowledge of front line employees about work and well-being**



Sequence of the HWPP Activities

HEALTHY WORKPLACE PARTICIPATORY PROGRAM

THE OVERALL PROGRAM PROCESS

GETTING READY FOR PROGRAM START-UP

- Organizational readiness assessment
- Gain management support
- Identify and train Steering Committee
- Identify and train Facilitator(s)
- Conduct a needs assessment
- Nominate Design Team members

DESIGN TEAM START-UP

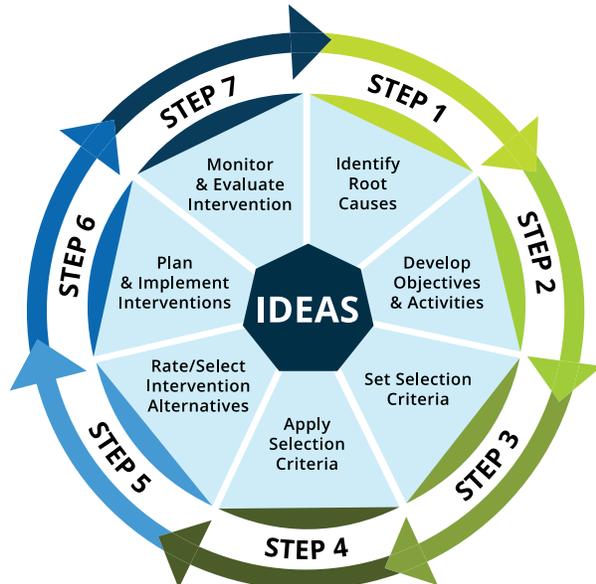
	Session 1	Session 2	Session 3
DESIGN TEAM ROLES	<ul style="list-style-type: none"> - Program orientation - DT/SC roles - Form team agreements 	<ul style="list-style-type: none"> - Focus group - Safety & well-being at work - Envision the ideal workplace 	<ul style="list-style-type: none"> - Select first issue for intervention - IDEAS tool orientation
STEERING COMMITTEE ROLES	<ul style="list-style-type: none"> - Participates in training - Promotes program - Secures release time and meeting space for DT - Assists with troubleshooting - Give feedback on selected topics 		

DESIGN TEAM ROLES

STEERING COMMITTEE ROLES

THE "IDEAS" PROCESS

INTERVENTION DESIGN AND ANALYSIS SCORECARD



What is the IDEAS process?

IDEAS is a 7-step process to develop effective, comprehensive interventions to specific safety or health concerns.

There are roles for Design Team and Steering Committee throughout the process.

A Facilitator guides the process.

The IDEAS tool is used to focus on one safety/well-being issue at a time.

