

**HEALTHY WORKPLACE
PARTICIPATORY PROGRAM
SECTION II.**

START-UP SESSION 3
**Prioritize and Select
Concerns for Intervention**





START-UP SESSION 3

Prioritize and Select Concerns for Intervention

F Facilitator Preparation

To do:

- Watch:** Video 8 of the Facilitation Skills Training Video Series
 - <https://www.uml.edu/Research/CPH-NEW/Healthy-Work-Participatory-Program/training-support/facilitation-skills-training-videos.aspx>
- Review:** Facilitator Preparation, Facilitator Agenda, and DT Handouts
 - Ensure that you understand the process of the group voting activity (*explained below*)
- Prepare** (*i.e. print, copy*) DT handouts
- Send the DT a friendly reminder of the meeting date and time** at least 2-3 days before the upcoming meeting

To bring:

- Blank flip chart paper and markers**
- Flip charts from the prior meeting** (what promotes/detracts from well-being at work)
- Multiple stacks of post-it notes**
- “Dot” stickers** (*enough for 3 for each person*); If you cannot obtain “dot” stickers, make sure you have multiple wide tip markers to use instead
- Design Team handouts**

To know:

Activity 1:

Report back on peer input on Health, Safety and Well-being issues

- **Purpose:** to provide an opportunity for DT members to share and discuss any new topic areas (*from discussions with co-workers or from data they reviewed*) before they begin to prioritize and select their first issue for intervention planning.
- **Having flip charts from the prior meeting may be useful to remind DT members of topics discussed.** Add to this list based on new information and/or new inputs from co-workers.
- **Giving DT members an opportunity to digest new information is important for learning how other people view the issues.** This may be a first experience for some DT members to use data in decision-making.
- **DT members may wish to hear from a subject expert to help them interpret data and/or to learn about a topic in depth.** If the DT is enthusiastic and wants to learn more, consider planning time for an expert to attend a meeting for this purpose.
- **This will not be the last opportunity for the DT to gather and review data.** Tell DT members that they can request more information later about the specific issue area they'll be working on.

Activity 2:

Prioritizing Health, Safety and Well-being concerns

- **Purpose:** help the DT organize and narrow down the topics they may work on.
- **Introduce activity:** *"In the next 20 minutes we're going to develop a list of issues you'd like to see this team prioritize for developing interventions. Each of you will suggest the top three issues you think we should address. Then we'll organize them into themes if some topics are related to each other."*

Thematic/topic grouping

- **During the individual brainstorming of HS&W concerns themes will arise.** These can be grouped into similar topics. However, if the DT disagrees on groups, do not force concerns to fit into a broader group.
- This process allows DT members to observe how many people think a particular issue is important, or which smaller issues contribute to a larger issue.
- For time management purposes, it will be important to encourage DT members to keep the discussion at a high level and not go into great detail.

Activity 3.

Selecting the first Health, Safety or Well-being issue for intervention

- **Introduce the activity:** “We’ll vote to decide which issue you want to focus on first to develop interventions. We’ll do this in several rounds. In the first round - Each DT member gets 3 votes. Cast your votes however you wish - 1-3 votes per issue. We will then do a gradual process of elimination to get to the top issues.”
- **After the group votes once, eliminate the bottom of the field.** If more votes are needed, continue to remove the bottom of the field with each successive round until you get to a list of three issues that the group designates are most important.

Dialogue to choose first issue to tackle (final vote and winnowing)

- To get the team to the point of choosing the first concern to address, you will facilitate the team in a second (and final) round of voting to decide which concern to address first.
- **As an introduction to the vote you will want to make the following points to group**
 - This is only the first concern and the team will be addressing others as it continues its work
 - The first concern should be one that the team believes can be tackled successfully.
 - By tackling an “easier” task first, it will help the DT master the intervention design process
 - This will also allow the DT to build their skills in working with the Steering Committee
- Allow each DT member ONE VOTE.
- If there isn’t a clear choice, guide the group in a short dialogue to try to nudge the group towards unity.
- Use an “opt-in” question to confirm that all team members are willing to commit to moving forward.



START-UP SESSION 3

Prioritize and Select Concerns for Intervention

F Facilitator Agenda

Meeting Intent:

The intent of this meeting is to decide which Health, Safety, and Well-being (HS&W) topics are most important for the Design Team to focus on. The topics will be prioritized for developing interventions one topic at a time.

Desired Outcomes:

1. A shared understanding of any new HS&W information since we last met
2. A list of high priority HS&W concerns
3. The first HS&W concern the DT will address using the IDEAS toolkit
4. Clear next steps



Facilitator Agenda

When	What	How
0:00 (4 min)	Arrival/ Check-in	<p>Show up, find a seat, settle in</p> <p>Round-robin: If you could be a bumper sticker, what would you be? (10 sec each)</p> <ul style="list-style-type: none"> • <i>Or any other question you wish to help kick-off the meeting</i> • <i>Should be a question that can be addressed with a short answer</i>
0:04 (1 min)	Approve Meeting Minutes	Facilitator asks Design Team members for any changes and then asks for a vote to approve meeting minutes
0:05 (5 min)	Review Meeting Plan	<ol style="list-style-type: none"> 1. A volunteer reviews the intent and desired outcomes for the meeting 2. Facilitator briefly reviews the agenda <p>Questions and comments after each step</p>
0:10 (10 min)	1. Report back - peer input on HS&W issues	<ol style="list-style-type: none"> 1. Facilitator reviews where we've been and where we are going <ul style="list-style-type: none"> • <i>Recap of DT tasks since last meeting, to:</i> <ul style="list-style-type: none"> • <i>Review any data summary or survey reports (if available)</i> • <i>Talk with co-workers to gain better understanding of these issues</i> 2. Round Robin: What did you do? Who did you talk to? What did you learn since our last meeting? (1 min each)
0:20 (15 min)	2. Prioritizing health, safety and well-being concerns Handout: Prioritizing health, safety and well-being concerns	<ol style="list-style-type: none"> 1. Facilitator introduces the purpose of the prioritizing exercise <ul style="list-style-type: none"> • <i>The team will organize and prioritize the topics that matter most to them.</i> • <i>They will vote to select the first topic to address and will develop interventions for this topic.</i> • <i>They will return to the list for future rounds of intervention planning</i>

When	What	How
		<ol style="list-style-type: none"> 2. Each DT member writes down three or four HS&W concerns that are the most significant for the organization to address. One topic per sticky note (~5min) <ul style="list-style-type: none"> • <i>Significant can be: urgent, impactful, or “lowest hanging fruit”.</i> • <i>Write down one concern per sticky note</i> • <i>Use less time if people seem ready to move on</i> 3. Each DT member post their notes <ul style="list-style-type: none"> • <i>Invite each person to read off their stickies and post them at the front of the room or where everyone can see it.</i> • <i>Encourage the team to sort the stickies into groups or themes.</i> • <i>Create theme headings as needed</i> • <i>Note when one issue is linked with another issue</i> 4. Dialogue: Are there any key HS&W concerns missing from these groups? (5 min.) <ul style="list-style-type: none"> • <i>Make any adjustments needed</i>
<p>0:35 (20 min)</p>	<p>3. Selecting the first HS&W concern</p>	<ol style="list-style-type: none"> 1. Facilitator introduces group voting activity <ul style="list-style-type: none"> • <i>We’ll vote to decide which issue you want to focus on first to develop interventions</i> • <i>We’ll do this in several rounds</i> • <i>The first round - Each DT member gets 3 votes</i> • <i>Cast your votes however you wish - 1-3 votes per issue</i> • <i>We will then do a gradual process of elimination to get to the top issues</i> 2. Each member votes 3. Facilitator guides group to reduce the field <ul style="list-style-type: none"> • <i>Round 1: Suggest eliminating the bottom half</i> • <i>Round 2 & 3 - keep reducing by half until you get to 3 remaining (or whatever makes sense)</i> 4. Dialogue: Which issue do we want to tackle <u>first</u> <ul style="list-style-type: none"> • <i>You may use the guiding prompt: What concern if resolved could be most doable and impactful for the team to tackle first</i> • <i>Since we are a new team - we could choose something that could be an “easy win”</i> • <i>Try to bring group to consensus by emphasizing that this concern will be the first of many</i>

When	What	How
		<p>5. Facilitator asks for final approval</p> <ul style="list-style-type: none"> • <i>Ask group to “opt-in” to this choice by raising their hands</i> • <i>Can also ask: How do I rate my enthusiasm for starting with this issue. (5 = off the charts; 4 = very enthusiastic; 3 - good; 2 = okay; 1 = do not support this choice)</i>
<p>0:55 (3 min)</p>	<p>4. Clarity on next steps</p>	<ol style="list-style-type: none"> <i>1. Facilitator reviews preparation for next meeting</i> <i>2. Generate/review other next steps as needed</i>
<p>0:58 (2 min)</p>	<p>Check-out</p>	<p>Round-robin: <i>A few words to describe how I feel as I leave this meeting</i></p>
<p>1:00</p>	<p>Adjourn</p>	