

Steering Committee Sample Meeting Agendas

Use the meeting plans below during the initial implementation of the HWPP.

Meeting 1: Program Orientation

- Welcome and introductions.
- Overview of the Healthy Workplace Participatory Program (HWPP).
- Roles and purpose of the Steering Committee (SC) and the Design Team (DT).
- Identify DT candidates and discuss recruitment methods.
- Identify candidates for the role of Facilitator and how to recruit them.
- How will the HWPP be announced to the overall workforce?
- Key resources available online at: [About the Program](#).

Meetings 2 & 3: Identify Health, Safety, and Well-Being Priorities

- Which issues are of greatest concern for the organization?
- What data sources do we have now?
- What other data are needed?
- How will data be gathered?
- Who can synthesize the metrics for future planning and evaluation?
- Key resources available online at: [Identify Health and Safety Priorities](#).

Meeting 4: Introduce The IDEAS Intervention Design Process

This is a training meeting to understand the process and what to expect.

- What are the 7 steps?
- What are the roles for SC and DT?
- Key resources available online at: [Generate Interventions Using the IDEAS Tool](#)

Meeting 5: Joint Meeting With Design Team For IDEAS Step 3

Assumes DT has completed all start-up activities as well as IDEAS Steps 1, 2, and 3. This will take several weeks from the time DT starts to meet.

- Review the DT's selection criteria (prepared in advance by DT).
- Discuss and agree on the selection criteria.
- Key resources available online at: [Set Criteria for Selecting and Evaluating Interventions](#).

Meeting 6: Joint Meeting With DT For IDEAS Step 5

- DT presents the intervention proposal and hosts a Q&A session.
- SC reviews solutions proposed by the DT, asks clarifying questions.
- Key resources available online at: [Rate & Select Intervention Alternatives](#).

Meeting 7: Follow-Up Meeting For IDEAS Step 5

A separate meeting is recommended but not required. It allows time to consider the details of the DT proposal, discuss upgrades, and plan for effective communication.

- SC discusses the DT's analysis of obstacles, costs, and benefits; identifies areas of disagreement and suggests areas for refinement and corrections.
- SC rates the intervention options proposed by the DT and recommends interventions to implement.
- Create a list of follow-up questions or recommendations for additional research and improvement.
- Plan how the SC feedback and recommended implementation will be communicated to DT. *Best to do this in person for fostering collaboration.*

Meeting 8: Joint Meeting With DT To Complete IDEAS Step 5 And Initiate IDEAS Step 6

- SC provides DT with feedback and recommendations (or a decision) for interventions to be implemented.
- SC and DT discuss intervention components and who should be involved when implementing and evaluating them.
- SC and DT identify the implementation team (possibly to include selected DT members) and plans for next steps.
- Plan how intervention(s) will be communicated to the workforce at large
- Key resources available online at: [Plan & Implement Interventions](#)

Follow-Up Meetings:

- Schedule follow-up meetings on an as needed basis to continue overseeing the implementation and evaluating the program.
- Key resources available online at: [Monitor and Evaluate Interventions](#)

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