

Steering Committee Description

The Steering Committee consists of 3 to 5 senior and mid-level managers and other key leaders who guide and support the program. The Steering Committee is led by the program Champion.

Time Commitment:

- Meet 1-2 times monthly for an estimated 2 hours (as needed) to support the Design Team's progress and the implementation of selected interventions.



Early in the Program:

- Participates in training on *Total Worker Health* and the Intervention Design and Analysis Scorecard (IDEAS) intervention design process.
- Recruits and obtains resources for the program Facilitators.
- Collects data on workforce safety, health, and well-being.
- Nominates non-managerial employees to serve on the Design Team.
- Informs the organization at large about the program.

Throughout the program:

- Supports the Design Team during IDEAS Steps 1 – 4, and takes the lead on IDEAS Steps 5 - 7.
- Provides timely feedback on Design Team proposals.
- Selects interventions and oversees implementation by directing resources to support interventions, changing organizational policies, involving the Design Team where possible, and creating linkages with relevant work units.
- Regularly updates the organization on the goals, status, and achievements.

After implementing a change:

- Periodically evaluates the benefits and effectiveness of each implemented change.

Benefits of participating in the Steering Committee:

- Team collaboration
- Communication
- Health and safety
- Business decision planning
- Interacting with employees across departments/levels of the organization

Steering Committee member qualities:

- Oriented to learning
- Willing to listen to different perspectives
- Concerned about improving employee health, safety, and well-being
- Communicates respectfully and offers constructive suggestions
- Able to commit to participating for 9-12 months.

Visit www.uml.edu/cphnewtoolkit to access DT Start-up materials.

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