

Involvement and Influence: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
Provide all-team updates on staffing changes in a timely fashion (e.g. new hires, retirements and terminations as appropriate).	Keeps all staff "in the loop" on changes within the broader organization.	Ensure formal and informal approaches for obtaining input and feedback on how to make improvements to work (e.g. via suggestion boxes or opinion surveys).	Enhances team members' emotional engagement and investment.

We will measure progress by:	We will know we are successful if:
Ensuring updates on staff changes are provided within a predetermined time period (e.g. two weeks).	Staff provide helpful, practical and solution-focused suggestions which enhance the way their work is done.