

Psychological and Social Support: 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)
Monthly one-to-one check-in meetings between managers and direct reports.	Workers have a regular opportunity to give input on potential challenges they may be experiencing.	Ask people leaders to add two specific questions to the check-ins: “what is working” and “what is not working”.	Embedding these questions into monthly check-ins makes it the norm. This helps leaders know if their direct reports are struggling early on, making effective support more likely.

We will measure progress by:	We will know we are successful if:
Frequency of one-to-one’s actually occurring and the qualitative nature of feedback received on things that are not working.	Leaders and direct reports alike indicate these conversations help them arrive at effective solutions for challenges they are facing.