

Action Plan Implementation Strategy



Example Action Plan Implementation Strategy for Poor Workplace Relationships & Interactions (Interpersonal Conflict)

Please note that the interventions outlined in this example come from the [Mind Your Head Example Action Plan](#) and would need to be replaced with interventions related to your own workplace. We suggest completing an Action Plan for your own workplace first (you can use our [blank template](#) and [Hierarchy of Control guides](#) to help you with this) and then using these implementation strategies as examples of how to roll-out your own interventions.


Week 1: Organising Consultations, Communicating the Initiative, and Implementing Interim Policy

- Day 1: Announce and implement an interim "Zero Tolerance Policy" towards workplace bullying. This will act as an immediate measure while the comprehensive policy is being developed.
- Day 2-3: Communicate the initiative to address "Poor Workplace Relationships & Interactions" using various communication channels.
- Day 4-5: Plan and schedule group consultation sessions with the impacted teams or DWGs.
- Day 6-7: Send out dates for the consultation sessions to all relevant parties and distribute a survey/feedback form to collect preliminary insights on existing interpersonal conflicts and the effectiveness of current grievance procedures.

Week 2: Running Consultation Groups and Data Collation

- Day 8-11: Conduct group consultation sessions with the impacted teams or DWGs using digital platforms.
- Day 12-14: Collate all the feedback and data from the consultation sessions and the survey.

Week 3: Drafting and Redesign Based on Consultation

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- Day 15-17: Refine the grievance raising and management procedures, focusing on bullying and workplace aggression.
- Day 18-21: Draft a clear "Zero Tolerance Policy" towards workplace bullying, ensuring clarity on identification, reporting, and resolution.

Week 4: Implementation and Monitoring

- Day 22-24: Officially launch the changes, ensuring all impacted employees are familiarised with them.
- Day 25-28: Monitor the initial response to the new procedures and policy, making immediate adjustments if necessary.

Final Communication:

At the end of Week 4, communicate to all impacted employees, acknowledging their input and emphasising the commitment to fostering positive workplace relationships. Highlight the monthly review process to ensure continuous improvement.