

Action Plan Implementation Strategy



Example Action Plan Implementation Strategy for Poor Work/Life Balance

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: Communicating the Initiative and Gathering Preliminary Feedback


- Day 1-2: Announce the initiative to address Work/Life Balance using various communication channels, emphasising the importance of team leaders' well-being.
- Day 3-4: Distribute a preliminary survey/feedback form to team leaders to gather insights on their current work/life balance and the effectiveness of the existing "Leave Management Policy".
- Day 5-7: Analyse the preliminary feedback to understand the primary concerns and areas for improvement.

Week 2: Reviewing Current Policies and Practices

- Day 8-10: Review the current "Leave Management Policy" and assess the frequency and necessity of meetings within the organisation.
- Day 11-14: Draft initial recommendations for ensuring reasonable work hours, breaks, and reducing unnecessary meetings.

Week 3: Drafting and Circulating Proposed Changes

- Day 15-17: Based on feedback and reviews, draft the enhanced "Leave Management Policy" that promotes work/life balance.



Day 18-21: Circulate the draft policy and recommendations among all team leaders for review and feedback.

Week 4: Finalisation, Implementation, and Monitoring

Day 22-24: Incorporate the feedback received on the draft and finalise the policy and recommendations.

Day 25-26: Officially launch and implement the changes, ensuring all team leaders are familiarised with them.

Day 27-28: Monitor the initial response to the new policy and practices, making immediate adjustments if necessary.

Final Communication:

At the end of Week 4, communicate to all team leaders, acknowledging their input and emphasising the organisation's commitment to promoting a healthy work/life balance. Introduce the bi-monthly feedback sessions to ensure continuous improvement and adaptation to the needs of the team leaders.