

Action Plan Implementation Strategy



Implementation Strategy for Workplace Pressure & Unrealistic Targets (High Job Demands).

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.

Weeks 1-2: Comprehensive Consultation Phase

This strategy will require adequate resourcing, such as a designated person/s whose role is to focus on this for the coming weeks.

- Day 1-3: Announce initiative to address the "Workload Management System", rosters/staffing, recruitment/onboarding, and cover systems. Use various communication channels to reach all employees (emails, intranet posts, and physical notice boards), asking for employee input and consultation.
- Day 4-7: Set up comprehensive group consultation sessions with each department/designated working groups, including representatives from DWGs for employees who cannot attend (HSRs and union delegates). Use digital platforms for virtual consultations. Ensure that every employee has access to a copy of the current policies.
- Day 8-14: Distribute a comprehensive survey/feedback form (ensure anonymity) to gather insights and suggestions on all the areas being addressed, this allows time for all employees to provide their input even if they are part-time/casual.

Weeks 3-4: Drafting and Redesign Based on Consultation

- Day 15-21: Based on the comprehensive consultation feedback, start drafting the redesigned "Workload Management System", proposed changes to rosters/staffing, improvements in recruitment/onboarding processes, and enhanced cover systems.

Day 22-28: Finalise the drafts and distribute them to all departments and teams for further feedback via digital meetings or surveys/feedback forms (similar to weeks 1-2)

Collect the feedback received and analyse the data to identify common challenges and areas of improvement.

Organise a review meeting with senior leadership and department heads to discuss the feedback and plan any necessary adjustments.

Schedule upcoming training sessions for different departments/teams for the finalised versions. Ensure that the sessions are spread out to accommodate all employees. Identify trainers or external consultants who can provide training if needed.

Weeks 5-6: Finalise and Implement

Day 29-35: Incorporate the feedback received on the drafts. Finalise all the proposed changes and systems.

Day 36-42: Officially launch and implement the changes across all departments. Ensure that all employees are familiarised with the changes, that the new policies and necessary resources are easily accessible by everyone.

Senior leadership should identify a specific person or team to oversee the implementation. This person/team should be introduced to all employees and be the point of contact for any concerns related to high job demands.

Conduct the training sessions. Ensure that there's a Q&A session at the end of each training to address any concerns or questions.

Day 43-50: Monitor the initial response to the new systems and changes. Make any immediate adjustments if necessary.

Final Communication:

Conclude the implementation phase with a communication to all employees, acknowledging their contributions and emphasising the commitment to managing high job demands. Importantly, announce the initiation of **Quarterly feedback sessions** to continuously monitor and improve the implemented changes. Encourage employees to actively participate in these sessions for the betterment of the workplace environment.

