

Steering Committee Agenda

Intervention: A set of activities that, when implemented together, address a major health, safety, and well-being (HS&W) goal as completely as possible.

• Generally, the more sub-issues (from IDEAS Step 1) that are addressed with an intervention,

Selection criteria:

Resource/Costs, and Obstacles (See Figure 2 below).

Ratings assigned may be High (H), Medium (M), or Low (L).

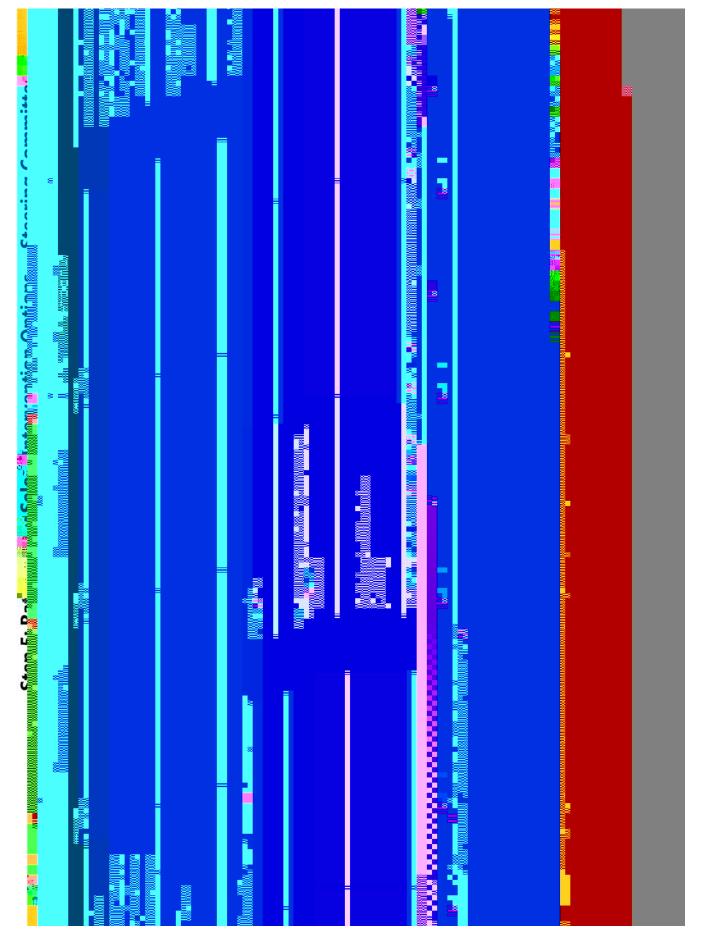
- "H" indicates the intervention, as a whole, meets or exceeds the stated selection criteria.
- "M" indicates the intervention, as a whole, only partially accomplishes the stated selection criteria.
- "L" indicates the intervention, as a whole, fails to accomplish or barely accomplishes the stated selection criteria.

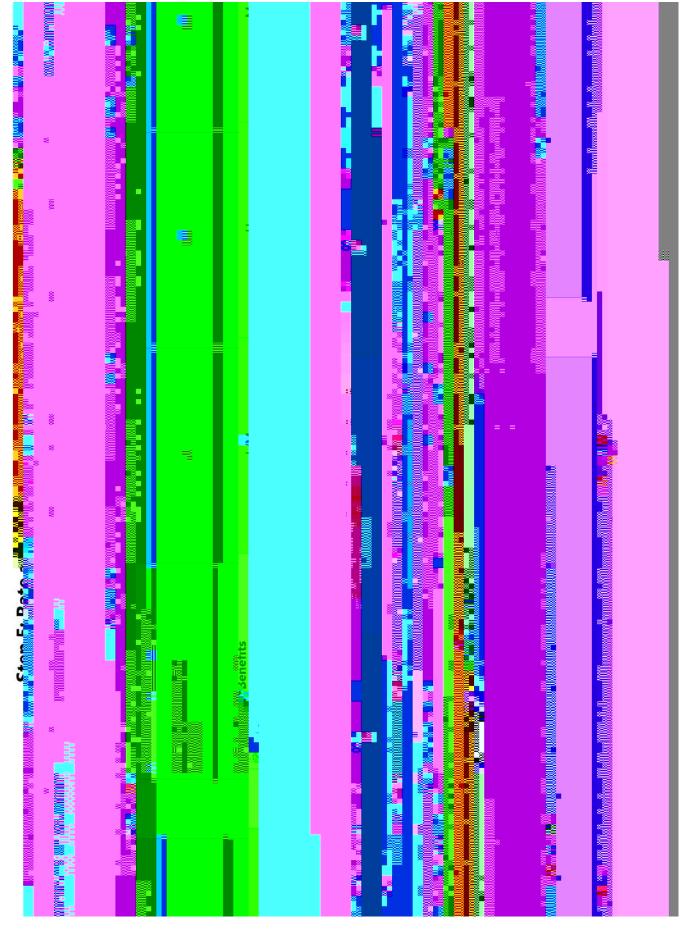
Figure 2. Example intervention rating worksheet with descriptions of the four selection criteria and sample ratings

	Intervention A	Intervention B	Intervention C
Anticipated Scope K\c Xc nci k Ubhhc fYUW3 <ck a="" td="" ubn3<=""><td>M / H</td><td>Н</td><td>М</td></ck>	M / H	Н	М
K\Uhdcg]h]jYci hWa Yg UfYkYhfn]b[hc UWWa d`]g\3G\cfhhYfa 3 @b[hYfa 3	L/M	Н	М
Anticipated Resources Needed K\UhfYgci fWg'UfY' WffYbhmUj U]'UV'Y3'8c' k Y'bYYX'hc UWbck `YX[Y' UbmWbghfU]bhg3	L	M / H	М
Anticipated Obstacles K\UhWei X]bhYfZYfY k]h\]bhYfj Ybh]cb gi WWgg3	L	М	L

Priority ranking:

The Steering Committee rank orders the intervention options after deciding how much each option addresses the general health and safety concern, and how much weight to place on each of the selection criteria.







Intervention Proposal Presentation Planning Guide for Design Team and Steering Committee

The goals of the proposal presentation are:

- Develop a shared understanding
- Develop a shared understanding of how the proposed interventions will address those root causes.
- Develop trust through respectful, open dialogue.
- Inspire management support for at least one of the proposed interventions.

Design Team

- Prepares and delivers a proposal presentation to the Steering Committee
 - The proposal should include three intervention options with fully developed business case for each one. The goal is for Steering Committee to approve at least one option.
- · Prepares proposal presentation materials
 - Recommended: Prepare a summary sheet and PPT presentation use these to focus UHYbhjcb cZa UbU[YfgzVYVf]YZUbX WYUf"7Ub dfcj]XYk cf_q\ YYhqUqqi ddcfhjb[XcWa YbhUhjcb"
 - Presentation Content
 - Background flh Y dfcV Ya žh Y fcch Wi gYgž [cUždcgg]V Y gc i h]cbgł
 - Selection criteria flfca 'GhYd' žU'gc'W'`YX_YmdYflcfa UbW']bX]Whcfg'cf'?DgL
 - Proposed Interventions -- rated by KPIs flata GNd (7 UbX GNd (8 k cf_g) YYhgk
 - Conclusion/recommendation
- Practices proposal presentation
 - Selects 1-2 DT members as presenters. Practice with DT until presenters are meetings if DT members have little prior presentation experience.
 - •Use presentation tools to keep yourself and others focused
 - •Use your own words to tell a compelling story
 - Invite questions and feedback
 - •Conclude the presentation with a clear call to action
- s ftgyY\UbXci hg 5Vhtjj Y`@jghYb]b[ž;]j]b[`` UbX`FYWY]j]b[`: YYXVUW_'9 YVhtjj Y`ntz
 - Ask questions and listen actively to understand the values and perspective of the person speaking.

- Assume good intent and remain positive. What participants say and do in a meeting especially true for Design Team members who are interacting with managers in a
- Pay special attention to the intervention selection criteria (KPIs) Ask, <ck Xc in http://dx.com/republication.
 Committee members assess the merits of the interventions. It will also help Design Team members understand and accept the SC decisions and recommendations.

Steering Committee (SC)

- Attends the proposal presentation most or all members should be present.
 - Asks clarifying questions to fully understand the rationale and business case for the intervention options. This is an opportunity to learn how front-line employees view the root causes of a health concern and what can be done to address it.
- After the proposal presentation Meets as a team separately to review and discuss the proposed interventions. Rates the intervention options (uses a blank IDEAS Step 5 worksheet) and recommends one or more interventions for implementation.
- After completing Step 5 rating sheet Reconvenes (in person is best) with DT to recommend intervention priorities.
 - Explains resources available to support interventions and recommended timeline for implementation.
 - Invites Design Team to contribute to developing action and evaluation plans (IDEAS Steps 6 and 7). They can be valuable partner for successful implementation!
 Appropriate roles for DT members could include: providing feedback on action plans, pilot testing or prototyping of new solutions, promoting employee participation in new interventions, and assisting with evaluation activities.
- Steering committee prepares to move into IDEAS Steps 6 and 7
 - Establishes action plans for implementing intervention activities (Step 6).
 - Uses selection criteria from IDEAS Step 5 to develop an evaluation plan for monitoring and evaluating intervention activities (Step 7).

Resources

Handout: Active Listening

Active Listening

Seeking to Understand First

We demonstrate this by:

- Listening without interrupting
- Listening without judging or reacting in the moment to what is said, "Hearing the whole
