

On the Agenda



How to Use On the Agenda

On the Agenda is a series of slide presentations and facilitator guides. Each presentation is related to one of the psychosocial factors described by the researchers of *Guarding Minds @ Work™* as impacting psychological health and safety in the workplace. These factors have also been adapted for the National Standard of Canada on Psychological Health and Safety in the Workplace. Discussing these issues and developing plans of action have the potential to contribute to improved psychological health and safety for your team.

Follow the steps on the next page to get started using *On the Agenda* and help facilitate team discussions related to psychological health and safety. The complete *On the Agenda* program is available at: www.workplacestrategiesformentalhealth.com.

Steps to help you get started

1. **Review the Introduction presentation** and decide if you would like to also use this presentation to introduce the topic to your team.
2. **Choose one of the factors/presentations you want your team to discuss.** This can be a factor that you want to celebrate as a team strength or a factor you wish to improve upon in your team. The factors included in *On the Agenda* have been identified, through a large body of research, as the main areas of concern related to psychological health and safety in the workplace:
 1. **Psychological Support**
 2. **Organizational Culture**
 3. **Clear Leadership & Expectations**
 4. **Civility & Respect**
 5. **Psychological Competencies & Requirements**
 6. **Growth & Development**
 7. **Recognition & Reward**
 8. **Involvement & Influence**
 9. **Workload Management**
 10. **Engagement**
 11. **Balance**
 12. **Psychological Protection**
 13. **Protection of Physical Safety**
3. **Read the Facilitator's Guide Overview** for facilitation tips and guidelines. This was written to help those whose job does not usually involve facilitating discussions.
4. **Review the Facilitator's Guide** specific to the factor you will be discussing. These guides include slide-by-slide suggestions, background information, descriptions and definitions to help you with each presentation.
5. **Book time with your entire team to go through the presentation together** and develop an action plan – ideally 1.5 to 2 hours.

Your email could be something like this: *"We will be meeting on [date] at [time] in the [location] from [time] to [time]. The National Standard of Canada on Psychological Health and Safety in the Workplace has offered us a framework to improve workplace well-being. We want to have the healthiest work environment possible for our team. This meeting is the first of a series that will focus on using evidence-based guidelines to look at the relevant workplace factors and develop our own strategies."*

6. **Follow the Facilitator's Guide and use the presentation slides** included with each factor to facilitate a discussion and develop a plan that works for your organization and team.
7. **Have follow-up meetings as appropriate with your team** to confirm understanding and agreement for the implementation plan and timeline.
8. **Implement the plan developed by your team.**
9. **Measure the results.**
10. **Bring the team together** to discuss the results and celebrate accomplishments.
11. **Repeat ...** Choose the next issue to work on and embed *On the Agenda* into your team's continuous improvement process.

Note: If you are using *On the Agenda* in conjunction with *Guarding Minds @ Work*, the discussions would happen after the *Guarding Minds @ Work* survey results or organizational review as a way to engage staff in developing solutions to identified concerns.