



COMPASS

Group Leader Guidebook Preview: Meeting One

COMPASS

Oregon Healthy Workforce Center
Oregon Health & Science University
www.YourWorkpath.com/COMPASS

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GROUP NAME _____

COMPASS

Supportive groups to advance the safety & health of home care and personal support workers.

The COMPASS (COMMunity of Practice And Safety Support) program was developed and evaluated by investigators in the Oregon Healthy Workforce Center based at Oregon Health & Science University. The project was completed in collaboration with the Service Employees International Union Local 503 and the Oregon Home Care Commission with funding from the National Institute of Occupational Safety & Health (grant# U19 OH010154).

COMPASS is a fun and effective way for home care workers to:

1. Enhance their professional support network
2. Reduce hazards and improve safety at work
3. Increase health promoting behaviors

For research results and worker testimonials visit: www.ohsu.edu/compass

For additional information regarding this toolkit, visit: www.yourworkpath.com/compass

This adapted version of COMPASS is offered as a course in the Oregon Home Care Commission training system through a research partnership with Oregon Health & Science University. COMPASS guidebooks and supporting materials may not be reproduced or distributed without permission from Oregon Health & Science University.



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HOW COMPASS GROUPS WORK

MEETING 1

SIGNALS FOR READING



Item for group leader to read aloud



Item for group to read aloud

← Turn indicator

Group Leader instructions are in boxes like this one. Read these silently to yourself.



15 MIN

Each exercise has a suggested time next to the heading. Use these times as a guide and use a timer if helpful. The overall time allotted before the break is 115 minutes.

WHAT THE FACILITATOR WILL PROVIDE FOR OUR MEETING:

	COMPASS GUIDEBOOKS
	WHITE BOARD/FLIP CHART AND MARKERS

EXERCISE 1

Welcome and Format



15 MIN



Get started by reading the welcome below. Then read the following points aloud.



Welcome to your first COMPASS meeting! My name is *(share your name)*, and I am your facilitator. My job will be to collect attendance and payment paperwork and help the group have a great experience. Today I am going to be reading from the Group Leader Guidebook. The Group Leader Guidebook is the same as the COMPASS guidebook, except it



has gray boxes with instructions to help me guide us through each lesson. It also includes answers to some guidebook activities.

Use this opportunity to show the group how the Group Leader Guidebook differs from the guidebook. Hold up the Group Leader Guidebook to demonstrate that it has answers, instructions, and descriptions whereas the guidebook only has the questions. Proceed and read next points aloud.

I will need all of your help to run enjoyable meetings.

As your facilitator, my job is to help you get started. Today, I am going to be the Group Leader. After today, each of you will take turns being the Group Leader and I will only observe and assist the group as needed.

Please open your guidebooks to page 5. Let's take turns reading the following points aloud.

Have group members take turns reading the points below.

- ← The Group Leader facilitates our COMPASS group meetings.
- ← The Group Leader helps everyone participate.
- ← A new Group member will take the role of the Group Leader each meeting, using the scripted Group Leader Guidebook.



We will now begin our first scripted guidebook meeting. This guidebook is your own personal copy to keep and take notes in. This book will have all the information you will need for your group meetings.

Every meeting begins with a list of things we will learn about and accomplish. Would someone please read that list for us now?



FOCUS AND GOALS FOR OUR MEETING

- ← During this meeting, we will:
 - » Get to know each other
 - » Learn how to use this scripted guidebook
 - » Learn the purpose of our COMPASS Group
 - » Practice what we'll do in each COMPASS meeting
 - » Learn how health and safety are connected
 - » Set our first group and individual goals
- ← We should all help the Group Leader stay on time, follow the guidebook, and maintain respect and good listening in our group. The guidebook is easy and fun, but sometimes activities don't go as planned. Try to roll with things that don't go well and work out the rough spots together.

Finish by asking a group member to read the "Did You Know?" section.



DID YOU KNOW?

- ← Groups of firefighters used guidebooks like these to improve their health and safety. They doubled the amount of fruits and vegetables they ate each day and also cut their injury rate in half. Previous homecare workers using these guidebooks also increased the amount of fruits and vegetables they ate. They also increased their use of tools and communication to reduce safety hazards, and enhanced their professional support networks.

EXERCISE 2

Introductions and Topics



10 MIN



If you haven't already done so, please sign in for the class.

To start, let's go around and briefly introduce ourselves. Share your name, how long you've been a home care worker, and why you are here today. I'll start.

Briefly explain how you came to be a facilitator. When everyone is finished, read the following points aloud.



In today's meeting, we will get to know each other and learn how COMPASS Groups work. COMPASS stands for COMMunity of Practice And Safety Support. Communities of practice are groups of people who share a common role or interest and meet together to support each other and help each other improve.

As we go through the activities, be respectful of others' comments, questions, and concerns—we want to make sure this is a meeting where your thoughts can be freely expressed. We need to keep in mind that confidentiality must be upheld in our meetings. We will discuss confidentiality more later.

Today's meeting will last about three hours, and the rest of our meetings will last two hours. Our meeting today will include the following steps:

DURING THE FIRST HOUR

- » Group-building activities

DURING THE SECOND AND THIRD HOURS

- » Practice each part of a COMPASS meeting
- » The first half of each meeting is a safety or health lesson
- » The second half of each meeting is a WorkLife Support meeting
- » We will also have a Healthy Break where we can stretch, take a walk, or have a healthy snack.

EXERCISE 3

Fact or Fiction?



20 MIN



Our first group-building exercise is called “Fact or Fiction?”

Each of us will take a turn saying three things about ourselves. Two of them will be true and one should be made up. After each person shares we will try to guess which one is the “fiction”. I’ll go first.

To demonstrate, give two truths and a lie about yourself and then the group can guess.

Think about your statements for a minute and then we’ll go around the group.

Give everyone a little time to think about their responses. Start on your left and have everyone share. After each person, prompt group members to guess which statement is the “fiction”. If appropriate, you may ask a follow up question of each person in order to encourage more sharing among the group.



That was fun! Did anyone learn anything surprising about someone else? (*Discuss*)

Now that we’ve learned a little bit about each other, let’s take turns reading about the background of COMPASS.

Have group members take turns reading the points below



- ← COMPASS is an injury prevention and health promotion program developed at the Oregon Healthy Workforce Center at OHSU. It was created in partnership with the Oregon Home Care Commission and the SEIU Local 503.
- ← COMPASS uses a format that is fun and effective for improving health and safety. In our meetings, we will read through lessons, participate in group activities, set goals, and support each other through structured problem-solving.
- ← We want to think about and discuss why we joined COMPASS and what we want to get out of participating in this project.
- ← Our goal is to be a group that supports each others' health and safety on the job. COMPASS includes the following:
 - » Seven meetings that occur every other week on the same day and time
 - » A scripted guidebook with interesting health and safety information
 - » A resource and support website: tinyurl.com/OHCC-COMPASS
- ← In our seven meetings, we will learn about and set goals to:
 - » Eat five or more servings of fruits and vegetables each day
 - » Improve neutral spine position during work
 - » Exercise for 30 minutes on five days of the week
 - » Increase our use of tools to prevent pain and physical injury
 - » Improve our communication with consumers to reduce challenging behaviors and hazards
 - » Improve our mental health

EXERCISE 4

Think, Pair, Share



15 MIN



The next exercise is called “Think, Pair, Share.” Please get together in groups of three to four people near you.

Once people are in groups, read the following line.



In your groups, discuss the following for the next five minutes: What health, wellness, and safety changes would you like to make in the next three months?

Give the groups five minutes to discuss the question, then reconvene and ask a representative from each to briefly share what they discussed.



Thanks everyone for sharing. In our COMPASS groups we will work together to make positive changes for our health and safety.

EXERCISE 5

Group Purpose and Ground Rules



15 MIN

Read the following points aloud.



Turn to page 10 in your guidebooks. Let's take turns reading aloud the COMPASS Group Purpose.

Have group members take turns reading aloud the points below.



- ← The purpose of our COMPASS group is to build a Community of Practice that protects us from injury and promotes our health. We'll do this by meeting every other week to learn and receive social support. In this way, we will care for ourselves as we care for others.
- ← How do we build a Community of Practice?
 - » Our practice is providing quality care for our consumer-employers while at the same time caring for our own health and safety. Building a Community of Practice means that we get to know and trust each other and support each other in our role as home care workers.
- ← How do we improve our health and safety?
 - » Our COMPASS group is about *Total Worker Health*®. This means that our group supports our safety, health, and well-being at work and in our personal lives. Our guidebooks will help us build our group, set goals, and make changes. We will do this by meeting every other week over the next 3 months.

Read the first point aloud, ask group members to read the Ground Rules points, then read the last point aloud.



Each of our meetings will be guided by at least three basic ground rules listed on guidebook page 10. They are Respect, Confidentiality, and Support. We can also add our own additional ground rules. Would someone please read the explanations of those first three rules?



- ← Respect: We want to listen to each other, let everyone have a chance to talk and not interrupt each other. If we have disagreements, we express them politely and with kindness.
- ← Confidentiality: The things that people share here may sometimes be personal and private. We shouldn't talk about personal things shared in the meeting with anyone who isn't in our group, including our spouses or partners. In meetings, we also must not share any information that could identify our consumer-employers, including their health conditions.
- ← Support: One of the many reasons we are here is to listen to one another, share experiences, and be supportive of each other.



Now let's go around and each share one idea for other ground rules to help our group be positive and supportive. I will write down our ideas on the board, and then as a group, we will choose a few of those ideas to add to our group's ground rules.

Let's write our selections on our "Ground Rules" list on page 11.

Have everyone share one idea for a Group Ground Rule and write their ideas on the board. If the group is struggling to come up with ideas, use the following ideas as suggestions or prompts:

BE ON TIME

DON'T INTERRUPT

SILENCE PHONES

AGREE TO DO TASKS

CONFLICT IS OKAY BUT DON'T ATTACK

GROUND RULES

RESPECT

CONFIDENTIALITY

SUPPORT

Lead the group in choosing a few of their ideas to add to the Ground Rules, then read the following point aloud.



Now that we have thought about ground rules for being a supportive group, let's do an exercise to help us think about things that have good and bad outcomes for home care workers.

Read the following points aloud.



For each item in the list below, write the number in the box that matches the suggested outcome. I'll give us all one or two minutes, then when we're done, I'll read the answers and explanations.

Give the group 1–2 minutes to fill in their answers. It's OK if people talk about their guesses while they make them. Review answers and read the additional information when everyone has had a chance to try.

1. Sleep problems	2. Lifting/Transferring consumer-employees
3. High work stress	4. Eating fruits and veggies
5. Exercise	6. Housecleaning tasks

	A. Can lead to weight gain.
	B. Reduces your risk of cancer.
	C. On average, most common work task for home care workers.
	D. Associated with low physical activity.
	E. Helps reduce depression.
	F. One of the most dangerous activities home care workers do.

Go over each answer, reading aloud the comments included with the answer.



Answers:

3	<p>A. Can lead to weight gain. High work stress. People who are overweight and report high job stress are likely to gain additional weight 5 years later.</p>
4	<p>B. Reduces your risk of cancer. Eating fruit and veggies. People who eat enough fruits and vegetables can cut their risk of cancer in half.</p>
6	<p>C. On average, most common work task for home care workers. Housecleaning tasks. Home care workers in Oregon report that almost half of their time at work is spent doing housecleaning tasks.</p>
1	<p>D. Associated with low physical activity. Sleep problems. We know a lack of exercise can affect our waistline, but did you know it also increases sleep problems? Physical inactivity is also associated with a risk of daytime sleepiness 2-4 times greater than normal.</p>
5	<p>E. Helps reduce depression. Exercise. Exercise is as effective as medication for reducing symptoms of mild to moderate depression. If exercise came in a pill, it would be the most prescribed pill in medicine because it has so many benefits! *Note: Do not discontinue medication without medical approval.</p>
2	<p>F. One of the most dangerous activities home care workers do. Lifting/Transferring consumer-employers. The most common injury that causes lost work time for home care workers is a back injury when moving a consumer-employer or an object.</p>

Ask if anyone got at least half of them right or all of them right. Finish by asking a group member to read the “Did You Know?” section, then proceed to Exercise 6.



DID YOU KNOW?

← It can be hard to find time to take care of your health in any job, but it’s especially hard for truck drivers, who sit for up to 11 hours driving each day. However, drivers who completed a group-based program cut back on high-calorie foods and drinks, lost an average of 6 pounds, and many kept that weight off for over a year after the study!

EXERCISE 6

WorkLife Check-In



15 MIN



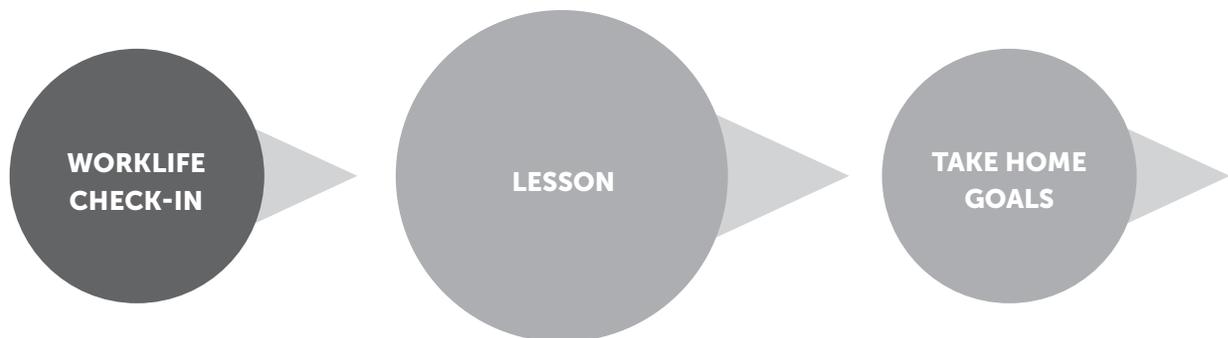
To keep meetings easy and fun, our group will follow the same steps during each meeting. Today we started with introductions and background activities.

In the future, the first half of each meeting will begin with a WorkLife Check-In. Then we will learn together with our Guidebook Lesson and setting Take Home Goals. The second half is called WorkLife Support, and we'll learn more about that later.

Today we'll learn about and practice each part of a COMPASS Group meeting.

Turn to page 14 in your guidebooks. Let's take turns reading aloud the points about the first thing we will do when our meetings start.

LEARNING TOGETHER: FIRST HALF OF COMPASS MEETING



Have group members take turns reading aloud the following “WorkLife Check-In” points.



- ← The first step in our meetings is a WorkLife Check-In. This short exercise will help us find out how everyone is doing before we get started.
- ← As we arrive, we should go to the board and write ratings from 1 to 10 for how we are feeling about work and how we are feeling about life. A rating of 1 means “as bad as it could be!”, and a rating of 10 means “as good as it could be!” The picture on page 15 is an example of what this looks like.
- ← After everyone has written their numbers, each person will take a turn and explain their ratings in one or two sentences.

Read the following point aloud.



Let's try this now. I will go first. Then everyone please walk to the board and write your name and your work and life ratings, using the image on this page as a guide.

Lead the WorkLife Check-In by writing the column headings (Name, Work, Life) and your ratings for work and life on the board as soon as you arrive.

<u>Name</u>	<u>Work</u>	<u>Life</u>
Susan	8	6
CAROL	6	6
Laura	7	4
Rebecca	5	7
Sally	9	8
Fred	8	10
Natalie	4	2
Diana	2	7

Once ratings are written, have the group take turns explaining their ratings in 1 or 2 sentences. Then read aloud the point below.



Thank you for sharing. This “check-in” will help us to be sensitive to each others’ personal highs and lows. Over time, getting to know each other will help us become a strong COMPASS group.

Finish by asking a group member to read the “Did You Know?” section.



DID YOU KNOW?

← Home care is the fastest-growing health care occupation in the U.S. By 2020, the number of home care workers is expected to grow from 3.3 million to almost 5 million home care workers!

EXERCISE 7

Worker Safety and Health Lesson



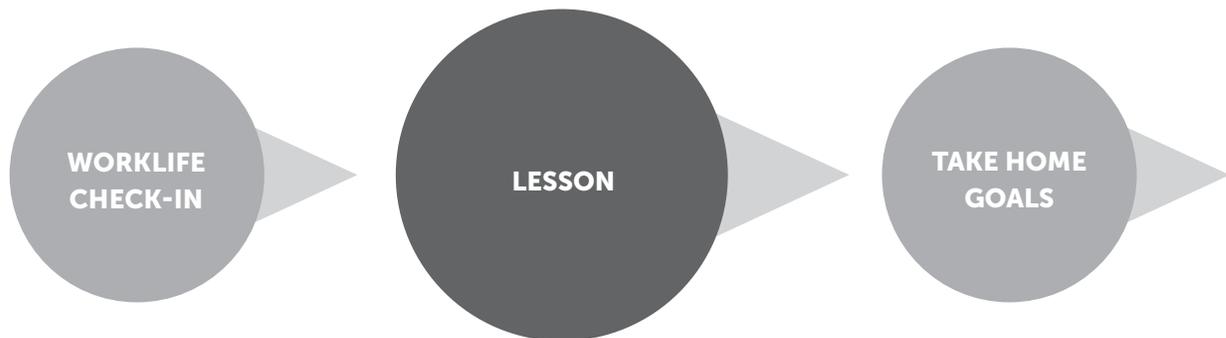
15 MIN

Read the following point aloud.



After the WorkLife Check-In, we will complete a guidebook lesson on a health or safety topic. Open your guidebooks to page 16. Let's take turns reading aloud the points about the next step in the first part of our meetings, the Guidebook Lesson.

LEARNING TOGETHER: FIRST HALF OF COMPASS MEETING



Have group members take turns reading the following points aloud.



- ← At future meetings, we'll start our guidebook lesson by reviewing and reporting on how everyone did with the Take Home Goals. This is our first meeting, so we don't have anything to review.
- ← We will set goals to improve our Total Worker Health. This includes protecting ourselves from injury.
- ← Our safety goals will focus on preventing injury. For example, we can learn to lift or transfer people safely, use tools such as gloves to protect us, and get rid of potential safety hazards in consumer-employers' homes. Future guidebook safety lessons will cover neutral spine position, taking a load off with tools, and communicating for hazard correction.
- ← Being healthy means doing things that make us feel great and keep us from getting sick. For example, we can exercise more often to improve our sleep and mental health and also to reduce our risk of heart disease. Our future guidebook lessons on health will cover adding more plants (fruits and veggies) to your plate, functional fitness, and mental health.

Read the following points aloud. As group members get into position on their chairs, coach them so they match the picture before you start the timer. Demonstrate the position for them.



Now we're going to try an exercise that demonstrates how our health and safety are connected.

First, scoot forward in our chairs so that our backs are not against the backrest. Place your arms on your lap, keep your knees bent and put your legs together with your feet flat on the floor.

When I say go, we will all lift both legs about 2–3 inches off the floor, keep our arms on our laps, and try to balance on our chairs.

Once everyone is in the correct position, say "Go" and start the timer'

We will hold this position for 1 minute.



LIFT AND HOLD FEET OFF THE GROUND



See if you can hold this position the whole time. Don't worry about what other people around you are doing and stop if you need to or if you feel pain. Just give it your best try.

Following the exercise, read aloud the next points.



This exercise was a test of our core strength. Our "core" is made up of the muscles in our stomach, back, and butt.

1. How did everyone feel?
2. Do you think you have above average, average, or below average core strength right now?

Ask group members to take turns reading the following points.



- ← Weak core muscles are related to work injuries. In jobs where lifting objects or assisting people is common, having weak core muscles makes us 50% more likely to be injured! So if we get in better shape, we not only improve our health, we also protect ourselves from getting hurt.
- ← Keep in mind that even people with the strongest core muscles, like firefighters, still have serious back injuries from frequently lifting people and heavy objects. There is no safe way to manually lift a consumer-employer. This is how our health and safety are linked: we need both strong muscles and the right equipment for the job, like transfer belts and slide boards, portable lifts, and other assistive devices to prevent injuries.
- ← Topics like using equipment and core strength will be covered in our meetings.
- ← Throughout the COMPASS guidebook, we'll learn many ways our health habits impact our safety at work.

Ask a group member to read the “Did You Know?” section.



DID YOU KNOW?

- ← People who regularly take walks have fewer sleep problems like insomnia or frequent waking during the night. Regular exercise also helps you keep the weight off. Obesity increases your risk of snoring and sleep apnea, which is when a person totally stops breathing many times during the night. People with sleep apnea tend to feel exhausted in the morning even after a long sleep of eight hours or more, and they have an increased risk of being in car crashes.

Read the points on the next page aloud to introduce the Take Home Goals.



Take Home Goals

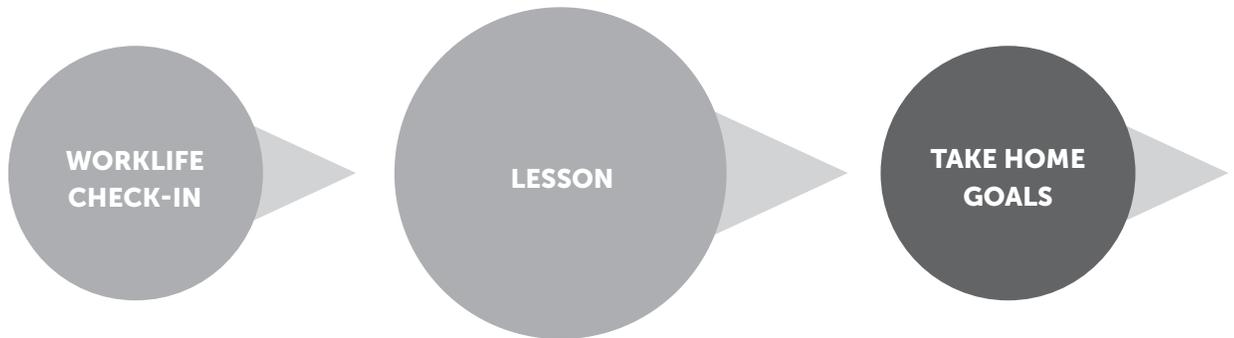


After the guidebook lesson, we'll choose and set Take Home Goals to improve specific safety or health behaviors. At our next meeting, we'll record who completed their Take Home Goals and talk about how it went and what we learned.

Today's Take Home Goal has two parts. The first one is a group goal called "Odds vs. Evens Walking Challenge," where we will keep track of how many minutes we walk each day. The second one is an individual goal, which we will choose from a list of options. Make sure you're on page 19. I'll read aloud the points about our Take Home Goals for this meeting.

LEARNING TOGETHER: FIRST HALF OF COMPASS MEETING

Have participants take turns reading the points below about the Walking Challenge.



In the Odds vs. Evens Walking Challenge, we are going to count how many minutes we walk each day by counting the number of walks we take that are 5 minutes or more. Being physically active is an important part of being healthy. The Centers for Disease Control recommend 30 minutes of moderate physical activity on 5 days each week (150 minutes).

Tracking our walks can motivate us to become more active because we can see just how active or inactive we are.

For this Walking Challenge, we are going to see which group can spend the most minutes walking per person. We will break up into two groups- the Odds and the Evens. Over the next two weeks, we will each keep track of our walks on goal cards that are provided in the back of the guidebook and then report them to our group captains at our next meeting.

We are going to go around the table counting off as Odds and Evens. Then each group will pick a captain. I'll start. Circle which group you are in and write down the names of your group members in the table below.

Count off round the table and identify the captains before moving on to the next point.

ODDS	EVENS
Captain:	Captain:

- ← For the next 2 weeks, the Odds will compete with the Evens to see who can walk the most minutes per person.
- ← Everyone in both groups needs to keep track of their walking minutes each day. Any time you walk five or more minutes, count it on your "Daily Walking" card. If you turn to the back of this guidebook, you will find 8 different goal cards. The "Daily Walking" card that looks like the one below is the one we will use to track our minutes for this group goal. We will use these cards throughout COMPASS.
- ← At our next meeting, each member of the group will circle their walking minute total for their best week and then the captains will compute the average weekly minutes for the group.



DAILY WALKING Name: Martina

Day	Week 1	Week 2
M	5, 10 (=15)	5, 5, 5, 5 (=20)
T	10, 10, 5 (=25)	10, 5, 5, 10 (=30)
W	(=0)	10, 10, 5 (=25)
TH	10, 5, 5, 5, 5 (=30)	5, 5, 20 (=30)
F	20, 10 (=30)	(=0)
SA	(=0)	10 (=10)
SU	30, 5 (=35)	15, 15, 5 (=35)
TOTALS	135 min	150 min

- ← In addition to our group goal, each of us will also choose an individual goal for ways to increase walking time.
- ← A good initial goal is to try to walk at least 30 minutes on 5 days each week (150 minutes total). If you are more active, aim for 30 minutes every day.
- ← Regardless of the goals we shoot for, the point is to see our own personal level and try and increase it. Each person should choose one of the following strategies to focus on.



Have participants take turns reading the points on page 21.



OPTION 1: WORKDAY WALKS

- ← A walk is a great way to clear your head and be more active! If we choose this goal, we will look for chances to increase steps during our workday. Ideas might be to take a walk around our consumer-employers' homes or walk with them around the neighborhood. If we are unable to go outside, find a step or stair inside and do step-ups/step-downs. We can break this up into a bunch of 5-minute walks or one long walk, but aim for a total of 30 minutes each day.

OPTION 2: ERRAND/COMMUTE WALKS

- ← If we drive, we can park farther away from our destination than usual and walk the rest of the way. If we take public transportation, we can get off the bus/train one stop earlier than usual and walk the remaining distance. We can also walk instead of drive for short errand distances. Aim for adding a total of 30 minutes of walking daily.

OPTION 3: FREE TIME WALKS

- ← If we choose this goal, we will try to add a 30-minute walk before or after our workday.

Read the next points aloud, then write the names of those who picked each exercise in the boxes below.



Please choose at least one of these goals to work on by circling it below and on your goal sheet at the back of your guidebook (meeting 1 row on the goal sheet is pictured below). I will go around the room and ask each of you which one you would like to commit to, then write your name in that box.

Workday Walks	Errand/Commute Walks	Free Time Walks

Session	Did I attend?	Team Goal	Individual Goal Options (Circle goal selected)
1. How Compass Teams Work	Yes No	Walking Challenge <i>Done?</i> Yes No	<ul style="list-style-type: none"> • Increase Workday Walks • Increase Errand/Commute Walks • Increase Free Time Walks <i>Done? Yes No</i>

Have a group member read the “Did You Know?” section and then proceed to Exercise 9.



DID YOU KNOW?

← If you are interested in learning more about how exercise impacts our health, you can find a 9-minute video called “23 and 1/2 Hours: What is the Single Best Thing We Can Do for Our Health?” at this link: tinyurl.com/23andahalfhours

EXERCISE 9

Healthy Break



10 MIN



We are now going to take our healthy break. Stretching, taking a short walk, socializing, or eating a fruit or veggie snack is always encouraged!

Insert time 10 minutes from current time.

We will reconvene at _____ : _____

Stop for the break. During the break, write three column headings (Name, Issue, Rating) on the board. These will be used in the WorkLife Support exercise. In 10 minutes, begin Exercise 10—WorkLife Support.

WorkLife Support



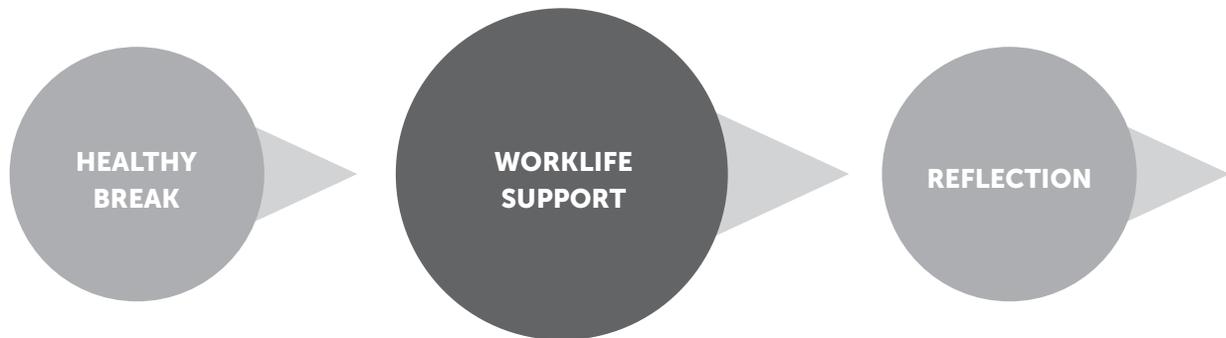
30 MIN

Read the point below.



Welcome back from the break! The next steps in the second half of our meeting involve learning and completing a WorkLife Support meeting and a reflection, as shown in the figure below.

WORKLIFE SUPPORT: SECOND HALF OF COMPASS MEETINGS



Have a participant read the points below.



- ← Unlike most workers, home care workers can't go to the person in the next office for advice or help. So, the last part of every COMPASS meeting is for WorkLife Support and to provide a chance to draw on each other's ideas to help us solve issues or discuss opportunities. An issue is anything you might want help or advice with, such as a safety problem with a consumer-employer or if you need help with reaching a health goal. An opportunity could be a need for help making a positive decision, like moving or how you commute.
- ← Each week, we will select one issue from members of the group. Then we'll follow the steps described on the next pages to help brainstorm solutions and help the person with the issue pick a plan of action.
- ← As a reminder, when we are discussing our issues, please remember that anything shared within this group is confidential, and we should not share any details that would identify our consumer-employer.
- ← We will keep track of WorkLife Support discussions and action plans using an Action Planning Worksheet like the one shown on pages 30-31.
- ← Today we will read about each step on the worksheet and then try it out. We should each fill out our worksheet on pages 30-31 as we go. After looking at the worksheet, go to page 25 to start reading through the steps.

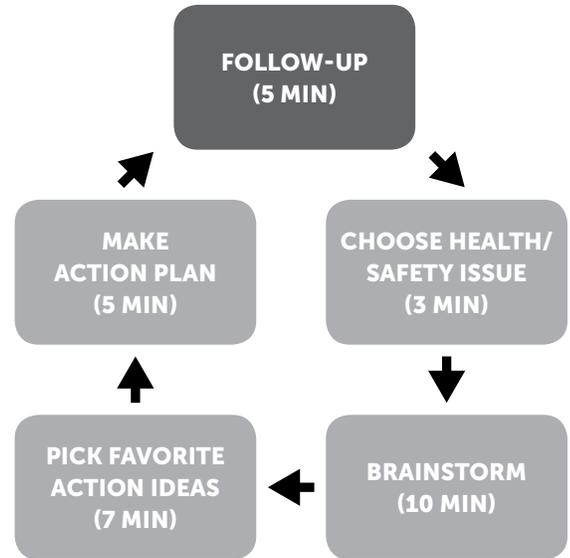
Have participants take turns reading the points below. Direct them to the WorkLife Support Action Planning Worksheet on page 30.



FOLLOW-UP ON ISSUE(S) FROM LAST MEETING (5 MINUTES)

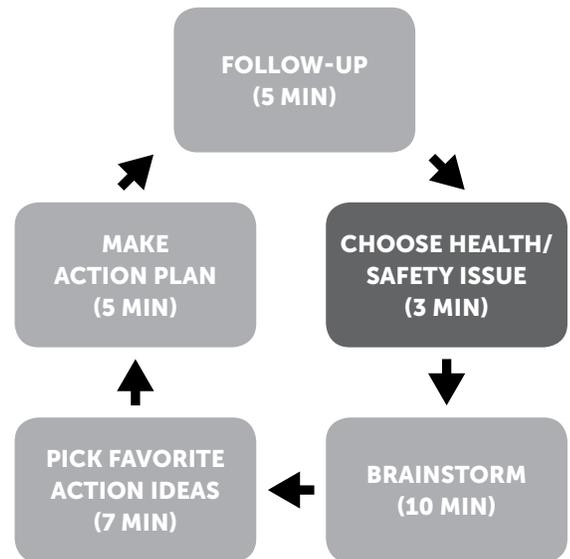
- ← We will first use the Follow-Up worksheet to follow up with people who presented issues and made action plans at the last meeting. We'll ask them what they did and how things turned out.
- ← Since this is our first meeting, we don't have an issue on which to follow up from last meeting, so we'll continue on to the Action Planning Worksheet. Unlike other areas of the guidebook, you can see the leader instruction text in the grey boxes on these worksheets.

That text will help keep us all on track while we support our group members.



STEP 1: CHOOSE A HEALTH OR SAFETY ISSUE (3 MINUTES)

- ← After follow-up, we'll choose an issue or opportunity to discuss. This can be any kind of safety or health challenge or opportunity we need help with.
- ← The way we'll pick an issue works kind of like our WorkLife Check-In. While we are having our healthy break, each group member should think of one issue or opportunity they are facing and write it on the board using a short label. The issue or opportunity can be big or small, but every person needs to write something that they could talk about.





← If we feel that our issue is urgent and we need help immediately, give it an A or B rating. If we feel it is less urgent but you'd like to talk about it if we have time or it could wait until another time, give it a C rating.

← The issue board might look like the example shown below.

<u>Name</u>	<u>Problem</u>	<u>Rating</u>
Susan	Bathing gone bad	B
CAROL	NO SUPPORT	A
Laura	Case of the Mondays	C
Rebecca	Exercise woes	C
Sally	Abusive Client	A
Fred	Mt. Dew Withdrawal	B
Natalie	Client communication	B
Diana	Transportation Help	C



← If there is only one "A" rating, we will discuss that issue this week. If there is a tie for an "A" level issue, the people who have the tie will decide who will discuss their issue this week.

Read the next point aloud.



In order to practice how WorkLife Support works, we will each think of an issue or opportunity we are dealing with and write it on the board like the example shown above. Let's all do this now. I will go first and get us started.

Pause to give group members a chance to write their issues/opportunities and ratings on the board. When they are done, read the points below aloud.



Now that we have the issues on the board, we can choose an issue to talk about. Whoever has an "A" rating will need to tell us about their situation. If there is more than one "A" rating, the people with those issues can decide between themselves who will discuss their issue with the group today.

Could the person with the highest-ranked issue or opportunity please give a description of what they wrote on the board?

Have the person with the “A” rating describe their issues to the group. If there is more than one person, ask these members to decide between themselves who wants to discuss their issue. If they can’t decide, turn to the group to pick.



Now turn to the worksheet on page 30 and write down the person and the issue that was selected.

While working through the rest of the steps, the person with the chosen “A” rating can ask for ideas, think about how different ideas might work for them, and pick the plan of action they think will work best.

Finally, while we discuss the issue or opportunity, let’s focus on the issue and not on the person. By doing this, we take the pressure off the person and make the discussion more effective.

Read the next point aloud and then have group members take turns reading aloud the next section.

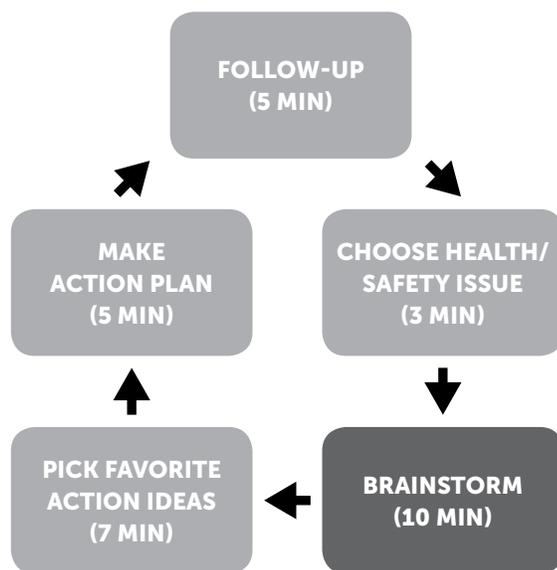


Now, let’s take turns reading the points on page 27 about brainstorming. Please do not discuss solutions to the issue until after we are done brainstorming. There will be time for discussion at the end.



STEP 2: BRAINSTORM ACTION AND SHARE EXPERIENCES (10 MINUTES)

- ← Brainstorming means that we share lots of ideas or thoughts about how to manage or resolve the issue. We need to get at least 2 or 3 ideas or shared experiences.
- ← If anyone has experience with this issue, they can share it briefly. The goal is to let the person with the issue tap into the wisdom and experiences of our teammates. In the next step, the person with the issue will reflect on their favorite ideas. For now, we are just brainstorming and sharing experiences.



Read the next point aloud.



At this point I will ask *[name of group member]* to act as the scribe for the brainstorm. They will write all the ideas we share on the board. We will also jot down the ideas discussed on our Action Planning Worksheet.

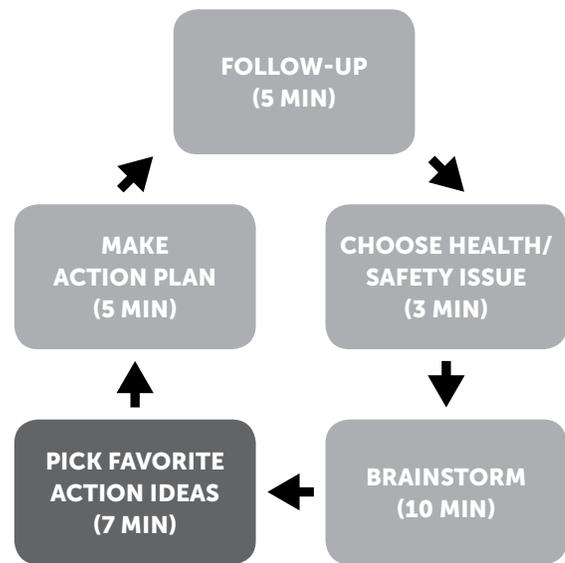
So, who in the group has an idea, thought, or experience related to this issue that might help?

Allow brainstorming. Try to get ideas from several people. If the discussion strays, it is the job of the Group Leader to bring the group back on track. Have group members take turns reading aloud Step 3 points. As the group discusses ideas, list them on the board.



STEP 3: PERSON WITH ISSUE PICKS FAVORITE ACTION IDEAS (7 MINUTES)

- ← Now it's time for *[name of the person who shared the issue]* to reflect on and pick their favorite ideas from the brainstorm. The scribe will put a star by the person's favorite ideas.
- ← The person can also ask questions of group members if needed.
- ← We will move on to the next step when the person who shared the issue feels like they are ready to pick a plan of action.



Ask the person with the issue to reflect on the ideas they think will work best for them and to ask any questions they might have. Ask the person if they are ready to make a plan of action.

Read the point below aloud.



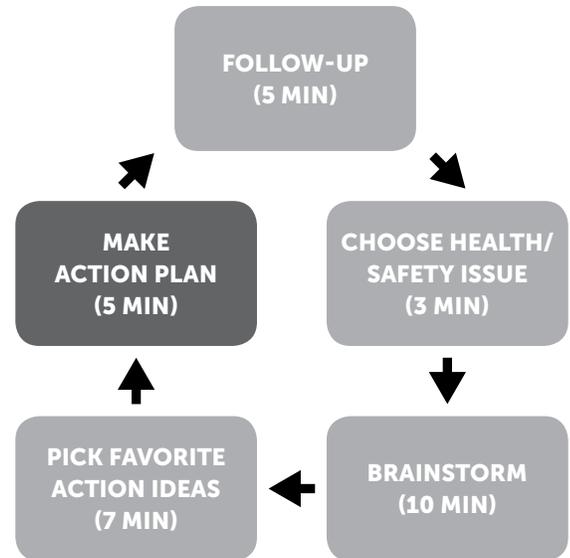
Next, the group will help *[name of person who shared the issue]* put together an action plan, or some things they will do to manage or solve the issue.

Have group members take turns reading aloud Step 4.



STEP 4: MAKE AN ACTION PLAN (5 MINUTES)

- ← In the final step, the person with the issue should tell the group what they are going to do specifically to take action during the next two weeks.
- ← The person with the issue may need help getting specific about what they will do and when they will do it.



Remind group members to go to pages 30-31 to fill out the worksheet while the scribe writes it out on the board. Ask the questions below pausing for discussion after each question.



[To the person with the issue]

So, what is the action you want to take, and when do you want to do it by?

Pause for discussion

Group, is there anything *[person's name]* can do to make this plan more specific? Any further thoughts to help them be most effective in dealing with the issue?

Pause for discussion



[To the person with the issue]

Are you happy with this action plan?

If the person is satisfied with the action plan, continue on to page 32.

Action Planning Worksheet

Check off the next three steps as they are completed:

	1. Make sure everyone has written their issue and rating on the board
	2. Have the people with the highest ratings review the issues they listed
	3. Select one issue to discuss this week

Take notes as you go.

STEP 1: ISSUE SELECTION

Ask the person with the issue to briefly review his/her challenge/opportunity.

Group member with new issue: _____

Description:

Once the person with an issue for discussion is selected, ask the group to help the person brainstorm and take notes below while the scribe writes ideas on the board.

STEP 2: BRAINSTORM IDEAS AND SHARE EXPERIENCES

Ask the person with the issue to pick their three favorite action ideas from the brainstorm list. Have the person with the issue discuss pros and cons of each during this step. They should write these on the worksheet while the scribe puts stars next to these ideas on the board.

STEP 3: PERSON WITH ISSUE PICKS FAVORITE ACTION IDEAS

Favorite Action Ideas
1.
2.
3.

Ask the person with the issue to get specific about their action plan, timeline, and what kind of follow-up they want. Fill in the table below with their answers.

STEP 4: MAKE AN ACTION PLAN

What is the action?
When will it be done?
Is any follow-up wanted before our next meeting?

If the person is satisfied with the action plan, read aloud the following points.



Today we have practiced supporting one member's issue.

We will always follow up on group members' action plans at the next meeting. But we can also help each other between meetings if the person asks for this. This can be a phone call, an email, or another kind of encouragement or support. It is optional whether we want to share our contact information. If we want to do this as a group, our facilitator can collect contact information and share it with us.

These are the steps in the WorkLife Support process. By using these steps, we will be able to support each other with challenging issues or opportunities and improve our overall health and safety.

In the future, after WorkLife Support we will end our meetings with a reflection and review of our goals. Since this is our first meeting, we have a couple of things to do before our reflection.

EXERCISE 11



10 MIN

Group Name and Summary of Program Goals



For this next exercise, I will guide you through picking your own group name.

Your group name can be anything you would like, but pick something meaningful or fun for you. It can also be as simple as “The East Side COMPASS Group” or “The Foster Holgate COMPASS Group.” Let’s brainstorm some ideas for group names.

The name will be “The *[insert name]* COMPASS Group.”

Let’s divide the room into two groups so we can share ideas with each other. Each group will pick two names they like the best. Once we have two names from each group, we will come back together to vote on our favorite name.

Allow 3-5 minute for the two groups to come up with ideas. Call everyone back together to share the two names they’ve picked. Then read the following point aloud.

I would like to ask a representative from each group to share the two names you came up with. I will write them on the board.

After you have written the four names on the board, read the following point aloud to guide them through the vote.

Let’s all look at the names on the board. Remember the whole group name will read “The *[insert name]* COMPASS Group.” Each of us gets to vote for one of these names on the board. Whichever name has the most votes will be our group name. If there is a tie between two, we will have a runoff vote between those two. Okay, let’s vote.

Ask everyone to vote for one name. If there is a tie at the end, have a runoff vote.

Thanks, everyone. Let’s write our new group name inside the front cover of our guidebooks.

Before we wrap up each meeting, we will review our goals and have a reflection.

Ask one group member to read the section below



- ← Our activities today showed us how our work can impact our safety, health, and well-being.
- ← To review today's main points, the purpose of COMPASS is to improve our health and safety through a supportive group of fellow home care workers.
- ← Specific goals we will work on during the program are:
 - » Eat five or more servings of fruits and vegetables each day
 - » Improve neutral spine position during work
 - » Exercise for 30 minutes on five days of the week
 - » Increase our use of tools to prevent pain and physical injury
 - » Improve our communication with consumers to reduce challenging behaviors and hazards
 - » Improve our mental health

EXERCISE 12

Reflection



10 MIN



As a reminder, we set some individual and group goals to complete before our next meeting. Let's quickly review the take home goals.

- » The group goal is the Odds vs. Evens Walking Challenge.
- » Each of us also chose an individual goal, which should be circled on the goal options sheet at the back the guidebook. Our options for individual goals were to increase Workday Walks, Errand/ Commute Walks, or Free Time Walks.

The final exercise in each meeting is a quick reflection on everyone's favorite thing they learned or experienced during that meeting. This can be a favorite guidebook exercise, fun fact, or something really helpful a group member said. Let's start with the person on my left and go around for everyone to share. **(Discuss)**

We've now completed our first COMPASS Group meeting! Now it's time to choose our Group Leader for the next meeting. They will be leading us through the next meeting using the scripted Group Leader Guidebook.

Who would like to volunteer to do this for our next meeting?

Please make sure to bring your guidebook with you to our next group meeting on:

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My COMPASS Goals

Session	Did I attend?	Team Goal	Individual Goal Options (Circle goal selected)
1. How Compass Teams Work	Yes No	Walking Challenge Done? Yes No	<ul style="list-style-type: none"> • Increase workday walks • Increase errand/commute walks • Increase free time walks <p style="text-align: right;">Done? Yes No</p>
2. More Plants on the Plate	Yes No	Fruit + Veggie Challenge Done? Yes No	<ul style="list-style-type: none"> • Pump up your plate • Swap your snack • Rethink your drink <p style="text-align: right;">Done? Yes No</p>
3. Back to Healthy Postures	Yes No	Neutral Spine Posture in Homecare Task Done? Yes No	<ul style="list-style-type: none"> • Track neutral spine posture by task • Track neutral spine posture by alarm <p style="text-align: right;">Done? Yes No</p>
4. Functional Fitness	Yes No	Walking Challenge Done? Yes No	<ul style="list-style-type: none"> • Core exercise scavenger hunt • Strength training twice a week • Increase active hobbies, classes, or sports <p style="text-align: right;">Done? Yes No</p>
5. Take a Load Off With Tools	Yes No	“Caring for Yourself” checklist and read pages 1-5 Done? Yes No	<ul style="list-style-type: none"> • Increase use of tools already on hand • Use booklet to identify tools you might need • Talk to consumer about needed tools/training <p style="text-align: right;">Done? Yes No</p>
6. Communicating to Reduce Hazards and Challenges	Yes No	Read pages 6-9 of “Caring for yourself” and talk about one safety issue Done? Yes No	<ul style="list-style-type: none"> • Good day/bad day interview with consumer • Use skills with a friend, co-worker, or child • Find and correct a hazard in your own home <p style="text-align: right;">Done? Yes No</p>
7. Mental Health	Yes No	COMPASS Mental Health Book Club Done? Yes No	<ul style="list-style-type: none"> • Gratitude and mood journal • Practice progressive muscle relaxation • Healthy stress coping <p style="text-align: right;">Done? Yes No</p>
Total ‘Yes’ Counts			

DAILY WALKING Name: _____

Day	Week 1	Week 2
1		
2		
3		
4		
5		
6		
7		
TOTALS		

1 SERVING OF FRUIT OR VEGETABLE =

- One medium fruit
- One cup green salad
- One-half cup if cooked, canned or cut up
- One quarter cup of dried fruit
- 6 ounces juice (counts only once daily)
- DON'T count potatoes

DAILY FRUIT & VEGETABLE SERVINGS

Track with hash marks |||| every day for at least one week

Day	Week 1	Week 2
1		
2		
3		
4		
5		
6		
7		

Name: _____

NEUTRAL SPINE By Alarm (+ = yes / o = no)

Day	After each alarm, write the task & score your posture	+/o
1		
2		
3		
4		
5		
6		
7		

Name: _____

NEUTRAL SPINE By Task (+ = yes / o = no)

Record a posture score every time you do the task each day

Day	Target Task: _____
1	
2	
3	
4	
5	
6	
7	

Name: _____

CORE EXERCISE SCAVENGER HUNT

Check off each exercise as you complete it

<input type="checkbox"/> Sitting butt squeeze	<input type="checkbox"/> Standing crunch
<input type="checkbox"/> Standing knee bends	<input type="checkbox"/> Sideways walk
<input type="checkbox"/> 1-legged knee bends	<input type="checkbox"/> Standing leg lifts
<input type="checkbox"/> Shoulder squeeze	

Name: _____

DAILY WALKING Name: _____

Day	Week 1	Week 2
1		
2		
3		
4		
5		
6		
7		
TOTALS		

COMMUNICATION SKILLS

<p>O pen-Ended Questions</p> <p>A firm</p> <p>R eflexive Listening</p> <p>S ummarize</p>	<p>KEEP CALM</p> <ul style="list-style-type: none"> • Positive behavior supports • Proactively control environment • HALT before transitions
--	--