The following section include slides for supervisors/managers
to display for employees during SHIP Follow-up Sessions I, II, and III
to help facilitate the meetings

# Safety and Health Improvement Program (SHIP)

Follow-up Briefing Slides

What is SHIP Follow-up?

A facilitation guide for **structured group discussions** focused on working together to increase team effectiveness and work-life balance

- Identify and discuss causes of work inefficiencies, stress and work-life conflict

- Think through root causes and develop solutions that are within the team's control

- Agree on and implement team work practices to improve teamwork, morale, communication and effectiveness in day-to-day work

- Foster a work environment of safety, well-being, collaboration and support

SHIP Components
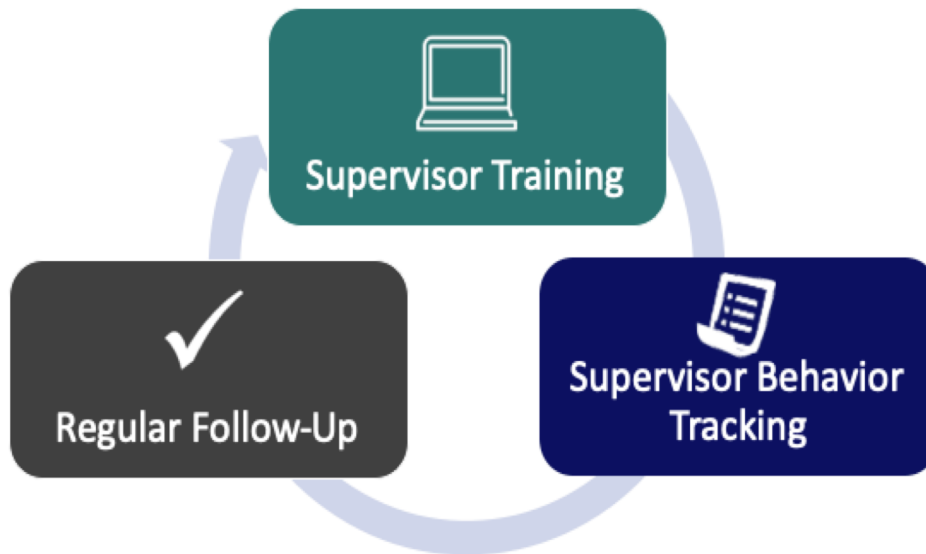
1. Managers/Supervisor Online Training (1-hour)

2. Managers/Supervisor Supportive Behavior Tracking

3. Follow-up Sessions

Overview

Follow-up includes important strategies for managers/supervisors to:

- Address some of the negative impacts of heavy workload

- Improve employee well-being

Team discussion helps to:

- Improve employee health, safety and job performance

- Reduce workload pressures, stress, and work-life conflicts for employees and supervisors

Follow-up Sessions Agenda
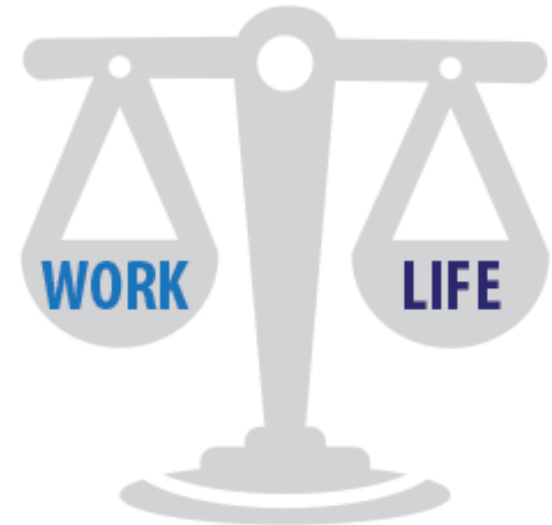
- **Option A - 3 Hours**
  - Kickoff Meeting – 30 mins
  - Session I – 60 mins
  - Session II, III – 90 mins

- **Option B - 3 Hours**
  - Kickoff Meeting – 30 mins
  - Session I – 60 mins
  - Session II – 60 mins
  - Session III – 30 mins

- **Option C – 2.5 Hours**
  - Kickoff Meeting – 30 mins
  - Combination of Session I, II, III – 120 mins

WORK   LIFE

Visions of Success

Overall purposes of Follow-up: increased work efficiencies, teamwork, collaboration and commitment to safety and quality of work-life

Evidence-based results from implementation of SHIP has seen:

Improved
- Physical health
  — Including lowered blood pressure & BMI (body mass index)
- Quantity and quality of sleep
- Time spent exercising and energy
- Commitment to the organization
- Family/non-work supportive behaviors from supervisors
- Team effectiveness

Decreased
- Interruptions at work
- Time spent on low value tasks
- Intentions to quit their jobs

Session I: Identify the Team's Biggest Time Wasters

During Session I the team will review and discuss the biggest time wasters, inefficiencies, and causes of work-life conflict

We will list strengths or areas for improvement that will help foster an environment of good morale, communication, teamwork, safety and work-life effectiveness.

- Do you see any strengths or best practices we are already using as a team?

- Are there any additional practices that the team may already be doing to foster an environment of safety, health, and well-being and team work?

	TOP ISSUES/TIME WASTERS	SOLUTIONS/ACTIONS
1		

Session I: Establish Operating Principles

This tool will help our team develop agreements and ground rules on how we will work together to increase team effectiveness

- Refer to the list of "Characteristics of Desired Work Environment" that the team identified at the beginning of the session

- Choose 2 to 3 categories out of 5 categories

- Create statements/principles that begin with "We will…"

- See example table of categories below:

Trust and Respect	
Support for Personal Goals and Life Priorities	
Communication and Collaboration	
Safety	
Other	

Session II: Determine Root Cause for Time Wasters

During Session II, identify <u>root causes</u> of the biggest time wasters and inefficiencies for the team

- We will divide into 2-4 small groups and assign each group one issue to work on from the "Biggest Time Waster" flipchart

- Problem solve in your small groups to develop root causes to record on the flipchart. *Discussion questions: Why does this happen? What causes the problem? Why is it a problem? What are some examples?*

- Nominate a representative from your team to share some examples of root causes for your assigned issue. For example:

ISSUES	ROOT CAUSES
Poor communication practices	◊ Lack of reguarlar meetings or discussions as a team to plan work priorities and responsbilities ◊ Information passes down from management through email - not everyeon has access to email during the day

Session II: Develop Potential Solutions

During Session II, identify <u>potential solutions</u> to the biggest time wasters and inefficiencies for the team

- We will divide back into our 2-4 small groups from our "Biggest Time Waster" root cause discussion to brainstorm potential solutions and record them on the flipchart

- Nominate a representative from your team to share some examples of solutions to root causes for your assigned issue. For example:

ISSUES	ROOT CAUSES	SOLUTIONS
Poor communication practicies, breakdowns in communication	✓ Lack of reguarlar meetings or discussions as a team to plan work priorities and responsbilities Information passes down from management through email – not everyeon has access to email during the day	Meet briefly at beginning of each day to discuss work priorities and clarify team responsibilities Make sure team members are encouraged to give input Management needs to reach out personally to communicate important information

Session II: Determine the Most Practical Solutions

During Session II, <u>one person from each group</u> will report out their group's idea for possible solutions and other groups will respond with additional recommendations

- Place solution flipcharts side by side on the wall

- Review recommended solutions and combine similar issues
  - *Note with **"OP"** on ideas/solutions to address as part of the* ***Operating Principles***
  - *Indicate the idea/solutions that can be dealt with easily with a **"QW"** for **quick win***

- Select the top three (could be two to four) recommended solutions for the team to address and work on

Session III: Establishing an Action Plan

During Session III, <u>develop an action plan</u> for addressing each of the top issues/recommended solutions

- Use the action plan template on a flipchart

Solution	Activities/Tasks	Timeline	Responsibility

- We will review the solutions together as a team

- Determine activities, responsibility, and timeline

  —Refer back to the team's Operating Principles as needed

- As a team, we will summarize an Action Plan and agree upon a follow-up process and coordinate a check-in meeting for follow-up discussion