



**Preliminary Implementation Path for  
Communications & Marketing  
Healthy Workplace® Essentials  
(Insert date)**

Activity	Description/Requirement	Activity Owner/ Others on Team	Projected due date/s:	Completion Date/s
Plan	<p><b>Step 1:</b> Develop high-level project plan which will include interface with planning done under other initiatives, and include a charter, roles and accountabilities, implementation path; and stakeholder engagement/communication plan</p>			
Initiative launch  <i>Include Communication</i>	<p><b>Step 2:</b> Brief Senior Leadership Team (Executive Summary/Business Case)</p> <p>Select <i>Healthy Workplace®</i> Wellness Committee members and personally invite them to participate.</p>			
Work/planning	<p><b>Step 3:</b> Hold kick-off meeting with Committee and conduct gap analysis against <i>Healthy Workplace®</i> Essentials requirements.</p> <p>Prepare related high-level action plan to close any gaps.</p>			

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<i>Communication</i>	<b>Step 4:</b> Launch initiative to Communications, Marketing & Brand Department. - Stakeholder engagement plan			
Work/planning	<b>Step 5:</b> Consider the need for targeted training re identified gaps (e.g. training on Healthy Workplace for all staff, Manager training on mental health in the workplace, Return To Work process, etc.)			
Work/planning  <i>Communication</i>	<b>Step 6:</b> Review progress and develop plan to close any remaining gaps.  Engage/communicate to stakeholders re <i>Healthy Workplace</i> <sup>®</sup> /Wellness Plan.			
Work/planning	<b>Step 7:</b> Prepare submission for <i>Healthy Workplace</i> <sup>®</sup> Essentials Certification, submit to Excellence Canada (EC)			
<i>Communication</i>	<b>Step 8:</b> Provide highlights of accomplishments for all staff.			
Celebration  <i>Communication</i>	<b>Step 9:</b> Celebrate! <i>Healthy Workplace</i> <sup>®</sup> Essentials Certification!			
<b>...and then</b>	<b>Next steps:</b> <i>Continue the Healthy Workplace</i> <sup>®</sup> process/ achievements as you pursue your journey to the <b>Canada Awards for Excellence!</b>			