



Quality Worklife Self-Assessment and Action Planning Tool

QWL Action Planning Tool Scoring System

1. **“Not Much Yet”** = Discussion is starting to occur around the need for the activity. Any actions that have been implemented so far have not been done in a strategic or coordinated approach.

2. **“Getting Started”** = The activity is guided by a shared vision and is linked to the organization’s strategic goals. Commitment from top management is visible and champions are identified throughout the organization. A broadly represented participative team or committee has been identified to ensure direct employee involvement in the activity.

3. **“Activity Underway”** = The activity has clear objectives for the short-term and longer term. The committee has developed an action plan with clear goals, timelines and outcome measures. The activity has been implemented in a systematic way and is based on good planning.

4. **“Potential Leading Practice”** = The outcomes of the activities have been consistently evaluated, organizational leaders are kept informed about the impact of the initiative, multiple channels are used to communicate progress to employees. Ongoing reflection and learning occurs and involves continuous feedback loops and adjustments to the initial plan throughout the implementation of the initiative. Ongoing support and resources have been attained to ensure the success of the activity can be sustained. Knowledge is shared with other departments and organizations.

General Improvement Area	Specific Organizational Activity	Score	Priority Area of focus this year (Check one or more)
Create strategic leadership and management system for Quality Worklife (QWL)	Build a strategic foundation for QWL Initiatives		
Implement a comprehensive and integrated human resources, healthy workplace and organizational development strategy	Implement an integrated disability prevention & management system		
	Introduce a more comprehensive support system for employee wellness		

General Improvement Area	Specific Organizational Activity	Score	Priority Area of focus this year (Check one or more)
	Build a healing environment		
	Provide healthy leadership support and development program		
	Implement structures and processes that facilitate collaborative working practices		
	Implement opportunities and paid time for training and development		
	Implement a fatigue management policy and program		
	Implement new and innovative approaches to workload and staffing systems		
Link QWL to performance management systems	Implement data systems to track and analyze QWL and support increased accountability		
Develop internal and external knowledge exchange capacity	Support QWL champions to build knowledge exchange relating to priority areas for improvement.		