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| **Action Items** | **Information and ideas** | **Due date** | **Notes** |
| **Step 1: Identify your goals** | | | |
| Explore the 10,000 Steps Program. | Familiarise yourself with the program including [Coordinator Resources](https://www.10000steps.org.au/coordinator-hub/resources/), [Your Roadmap to Success](https://www.10000steps.org.au/coordinator-hub/resources/workplace-resources/active-workplace/roadmap/), and [educational articles](https://www.10000steps.org.au/articles/). |  | * *Start logging your steps on the 10,000 Steps Program.* * *Review the* [*Active Workplaces*](https://www.10000steps.org.au/coordinator-hub/resources/workplace-resources/active-workplace/roadmap/) *information.* |
| Identify your organisation’s goals, needs, and priorities. | Identify what your workplace does well or could improve to encourage and support active staff. |  | * *Complete the*[*Healthy Workplace Audit*](https://www.worksafe.qld.gov.au/safety-and-prevention/health-and-wellbeing/healthy-workplace-audit-tool) *to understand your workplace’s starting point.* |
| Find out what your staff want/need by asking them through staff meetings, word of mouth, suggestion boxes, surveys etc. |  | * *Ask your staff to complete the* [*Healthy Workers Survey*](https://www.worksafe.qld.gov.au/safety-and-prevention/health-and-wellbeing/healthy-workers-survey)*.* |
| Budget. | What budget is available or where may potential funding come from? |  | * *Decide if you want to provide incentives for participating such as gift cards, coffee vouchers, gym memberships, etc.* |
| Determine which 10,000 Steps strategy or tool best suits your needs. | Using the findings from your needs assessments, identify what your workplace priorities are. Match these to your available resources, then define the purpose and objectives of your program.  Explore our [concise overview of the recommended 10,000 Steps strategies](https://www.10000steps.org.au/coordinator-hub/resources/workplace-resources/active-workplace/workplace-program/) based on the different levels of capacity. |  |  |

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| **Step 2: Gain Support** | | | |
| Gain Management Support. | Make physical activity a priority by educating managers on the benefits to employees and the workplace. |  |  |
| Setup a committee. | Gather a range of people to work together and provide leadership and drive. |  |  |
| Committee communication. | Organise regular meetings, have action items, delegate tasks, create ownership. |  |  |
| Identify champion/s. | Choose someone who will lead by example, this can be a coordinator, other enthusiastic staff members and/or a manager. |  |  |

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| **Step 3: Plan and promote** | | | |
| Craft a comprehensive plan that aligns with your workplaces's desired outcomes. Consider the who, what, when, where, and how. | Detail the activities and resources you will implement for each strategy. These can be a combination of 10,000 Steps resources and other ideas. |  | *Healthy workplaces:*   * *Print promotional posters from 10,000 Steps & display in staff rooms, stairwells, and toilets to increase awareness & get people thinking.* * *QLD based workplaces can order physical copies of promotional materials.*   *Healthy workers:*   * *Organise a 10,000 Steps Tournament.* |
| Promotion. | Don’t forget to plan how you will get your staff excited! Use existing communication methods, intranets, staff emails, newsletter, notice boards or setup an information display. |  | * Utilise ready to go [10,000 Steps posters](https://www.10000steps.org.au/coordinator-hub/resources/promotional-materials/10000-steps-brochures-and-flyers/) and [communication images.](https://www.10000steps.org.au/coordinator-hub/resources/promotional-materials/social-media-templates/) |
| **Step 4: Implement** | | | |
| Implement your program. | Put your plans into action. Implement your plan to promote healthy workplaces and workers.  Utilise the [Coordinator Resources](https://www.10000steps.org.au/coordinator-hub/resources/) and [Support](https://www.10000steps.org.au/coordinator-hub/support/) to help you implement your program. |  | *Create healthy workplaces:*   * *Provide facilities that support active workers.* * *Create a culture that encourages employees.*   *Encourage healthy workers:*   * *Inform employees on benefits of physical activity.* * *Provide activities that encourage moving more and sitting less.* |
| Communicate with your workers. | Consider structuring your communication with engaging, uplifting, and informative content on a regular basis. Utilise the [promotional images.](https://www.10000steps.org.au/coordinator-hub/resources/promotional-materials/social-media-templates/) |  | * *Check* [*out tips for boosting engagement and participation*](https://www.10000steps.org.au/coordinator-hub/resources/workplace-resources/active-workplace/roadmap/) *from 10,000 Steps Researchers and Coordinators.* |

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| **Step 5: Evaluate** | | | |
| Measuring your success. | Evaluating your organisation's 10,000 Steps program is crucial to ensure its effectiveness and identify areas for potential improvements.  Were your priority needs met? Did staff engage in activities? Have activities encouraged other health benefits outside physical activity? E.g., improved staff moral? |  | * *Ask your staff to complete the* [*Participant Feedback Form*](https://www.10000steps.org.au/documents/397/10000_031_-_Participant_Tournament_Evaluation_Form.pdf) *after completing a Tournament or the* [*Participant Evaluation Form*](https://www.10000steps.org.au/documents/401/Participant_Evaluation_Form.pdf) *to evaluate your workplace program.* |
| Report Back | Share the success of the program with management, funding body, employees and others.  **Demonstrating the program's success and outlining its benefits will reinforce your proposal to integrate 10,000 Steps into your ongoing health and wellbeing initiatives.** |  | * *Complete the* [*10,000 Steps Case Study Template*](https://www.10000steps.org.au/documents/398/10000_009_-_10000_Steps_Case_Study_Template.docx)*.* |

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| **Plan for long-term success** | | | |
| Institutionalise 10,000 Steps into your workplace. | Keep the momentum up! Maintain and sustain 10,000 Steps in your workplace by planning activities for the next 12 months and keeping management committed to encouraging active employees. |  | * *Incorporate an annual or bi-annual 10,000 Steps Tournament in your organisation's health and wellbeing strategy.* * *Regularly share 10,000 Steps promotional materials in emails, newsletters, or by displaying flyers and posters.* * *Maintain positive habits such as walking meetings, active transport, or taking the stairs as part of your organisation’s everyday routines.* * *Continue offering environments that are supportive of physical activity.* * *Setup a Heart Foundation Walking Group (lunchtime/before/after work).* * *Encourage healthy eating in the workplace. Promote Quit smoking messages.* * *Include on-site health checks through My health for life.* |
| Promote the 10,000 Steps Program | Promote the 10,000 Steps Program as an ongoing resource for your workers to aid motivation to participate in physical activity! |  | * *Encourage workers to join free Monthly Challenges and continue logging their steps on the 10,000 Steps Program.* * *Celebrate success of staff who achieve new milestones.* |