

SHIP Implementation Checklist

Whether you have a small business or a large organization, everyone can participate. The SHIP toolkit requires three specific roles - the champion, the supervisor and the employee. Once your organization decides to move forward with implementing SHIP, this checklist will be helpful in your SHIP implementation process:

Champion: This person is the facilitator of the program. They are the keeper of the information and a source who understands how the program works. These are some of the things the Champion manages:

- Explains the SHIP toolkit to supervisors/managers with the “SHIP Leadership Briefing Slides”
 - Obtains online supervisor training license from Oregon Healthy Workforce Center and set-up user accounts for online supervisor training
 - Schedules online training for supervisors either in-person or through email
 - Prints and distributes the behavior tracking cards for supervisors (select lanyard size or index card size) and the “Manager/Supervisor Training and Behavior Tracking Guide”. Explain how these materials are used
 - Prints, distributes and explains how to use the “Managers/Supervisor Team Effectiveness Process (TEP) Guide and Manager/Supervisor Follow-up Guide” PDFs to each supervisor, manager or team lead that will help facilitate TEP sessions
 - Schedule TEP monthly or bi-monthly meetings for employee teams with supervisor input and agreement
 - Check in and follow-up on TEP with each employee team and their manager, supervisor or team lead 30-days after first TEP meeting, and once per month, for the next 6-months
 - Distribute incentives (if offered) and collect feedback (if applicable)
 - Check in on team meetings to answer questions and gather feedback from supervisors/managers and employees on their SHIP experience
-

Supervisors/Managers/Team Leads: Each supervisor, manager or team lead participating in SHIP will engage in each of the toolkit components, they include:

- Complete a 60-minute online supervisor training
 - Participate and complete 2-weeks of behavior tracking activity to increase contact with team to reinforce safety, health and well-being practices
 - Work with the Champion to prepare materials and schedule meetings for their work teams to participate in the the Team Effectiveness Process (TEP)[™] activities
 - Conducts, facilitate and engages team in TEP sessions
 - Give feedback to Champion on their experience participating in SHIP
-

Employees: Employees will participate in Team Effectiveness Process (TEP)[™] with their supervisor, manager or team lead. This is what to expect of employees:

- Participate and brainstorm with their work team during TEP meetings
- Give feedback to Champion on their experience participating in SHIP TEP meetings