



Sample Action Plan Worksheet

Goals	Target Audience	Activity	Resources Required	Timelines	Person(s) Responsible	Expected Result	Evaluation Method
<p>Increase knowledge related to healthy shift work tips</p> <p>Encourage staff to adopt healthy behaviours related to shift work</p> <p>Promote a supportive shift-friendly environment within the workplace</p>	All staff working shift work	<p>1. Conduct shift work presentations</p> <p>_____</p> <p>_____</p> <p>2. Develop and display poster series Tips on Surviving the Shift (tip of the week)</p> <p>3. Review shift work schedules. Investigate alternative shift rotations.</p> <p>4. Review food choices for workers on shift (vending machines and cafeteria)</p>	<p>5 x 1 hour presentations</p> <p>Trainer</p> <p>Prizes and handouts</p> <p>_____</p>	<p>Presentations completed by January</p> <p>2 month follow-up survey in March</p> <p>_____</p>	<p>Dave – planning</p> <p>Donna – presenting</p> <p>_____</p>	<p>70% of eligible staff will attend a shift work presentation by Jan. 15</p> <p>90% of staff will have increased knowledge of shift work health following presentation</p> <p>80% of staff will evaluate the program as being satisfactory or better</p> <p>_____</p>	<p>Before and after survey</p> <p>Class feedback form</p> <p>Presenter self-evaluation form</p> <p>_____</p>