**Workplace Policy Team Meeting 3 Outline**

***When?*** *Approximately 2-3 months after an engaged driving policy has been deployed*

|  |  |
| --- | --- |
| **Topic** | **Meeting Leader Notes** |
| **Welcome Back**  5 minutes | Now that the policy has been in place for a few months, we need to check back to gather your input and consider any course changes |
| **Policy progress**  10 minutes | Leadership shares insights about the policy to date.  For example, oﬀer information on:   * How was the policy deployed? * What was the response to the policy? * How compliance was monitored. * Policy Results. |
| **Policy Impressions**  30 minutes | Each person on the team has a unique perspective. We’d like to collect your insights about the policy.  Ask and record:   * From your perspective, how is the policy working?   Discussion Prompts:   * What have you heard from co-workers about the policy? * What changes have you seen as co-workers adopt the policy? * What seems to be working well? * What could make it work better?   Ask and record:   * Would you recommend we do anything diﬀerently to help people adopt or implement the policy? |
| **Policy Team Wrap-Up** | Thank you for your time at this meeting, and through the entire process! Your input was valuable in making the policy meaningful to our workplace. |