**Workplace Policy Team Meeting 3 Outline**

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

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| **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.
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|  **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?
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| **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. |