# Implementation Plan

*The following example outlines steps to follow, overwrite the text with intended actions.*

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| --- | --- | --- | --- |
| **Description** | **How** | **Timeframe** | **Person Responsible** |
| Consultation with Staff | Notify employees and their representatives who may be affected by the proposed changes | Click or tap here to enter text. | Head of Agency |
| Discuss the changes with affected employees and their representatives and provide information in writing to them as soon as practicable after a definite decision has been made about:   * The nature of the changes * Effects the changes are likely to have on employees and * Measures to prevent or reduce the adverse effects of such changes on employees | Click or tap here to enter text. | Head of Agency |
| Give timely consideration to matters raised by the employees and their representatives in relation to the changes. | Click or tap here to enter text. | Head of Agency |
|  | Review and report |  |  |
| Dialogue | Employee’s encouraged to discuss and offer opinions to their managers, Senior Management and/or colleagues  Senior management meet employees confirmed to be affected  Senior management are available to meet with any staff or manager to provide assistance or information | Click or tap here to enter text. | Head of Agency |
| Feedback welcome and considered in determining final structure | Click or tap here to enter text. | Head of Agency |
| Based on the consultations, final structure presented at a briefing for all employees. | Click or tap here to enter text. | Head of Agency |
|  | Review and report |  |  |
| Confirming Structure | Meet with Employees to announce final structure  Provide a copy of final structure and outline implementation plans | Click or tap here to enter text. | Head of Agency |
|  | Review and report |  |  |