# Implementation Plan

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 colleaguesSenior management meet employees confirmed to be affectedSenior 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 structureProvide a copy of final structure and outline implementation plans | Click or tap here to enter text. | Head of Agency |
|  | Review and report |  |  |