**Questions for your team to discuss as you plan your next steps:**

**Is our organization ready for the Compassion Resilience Toolkit?**

*(Based on the National Implementation Research Network’s Hexagon Tool for assessing readiness for program implementation)*

1. What organizational needs do we see that relate to the content of the toolkit?
2. How does the toolkit fit for our setting and align with current initiatives and goals?
3. What evidence do we have that the resources and activities of this toolkit will meet our organizational needs and help us to sustain the positives of our current culture?
4. Is leadership on board? How might we engage leadership?
5. Who is on our implementation team?

Do we have the range of skills, resources, and talents to implement the toolkit? Does our team have the capacity to engage our diverse staff in a culturally responsive manner? Can our team members approach their responsibilities with enthusiasm? Who else might we ask to join the team?

1. What are some potential barriers to implementing the toolkit and possible solutions to these barriers?
2. Are there any cultural adaptations needed to the material to best engage our personnel?

**Who do we want to talk with first about this work in our organization? What do we want from them? When is our next team meeting?** Date: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do we want each other to do prior to that meeting?

**Compassion Resilience Toolkit Implementation Planning Worksheet**

**Potential Team Meeting Agenda**

**Step One:** *Decide on the goal of implementing the Compassion Resilience Toolkit with your staff.*

Goal:

**Step Two:** *Assign roles for your implementation team. Possible roles include:*

Trainers:

Logistics Coordinator:

Leadership Champion(s):

Staff Champions:

Social Media Manager:

**Step Three:** *Decide on your implementation plan. With who are you going to start and when? How will the work progress?*

Implementation Plan:

**Step Four:** *Consider if and how progress will be measured?*

**Step Five:** *Get familiar with the toolkit – divvy up sections of the toolkit to each team member. Each team member will review their section(s) and become the “experts” on that section, relaying to the rest of the team the goal of the section and the materials that section includes; resources needed.*

|  |  |
| --- | --- |
| **Toolkit Section** | **Team Member Assigned** |
| Section 1 |  |
| Section 2 |  |
| Section 3 |  |
| Section 4 |  |
| Section 5 |  |
| Section 6 |  |
| Section 7 |  |
| Section 8 |  |
| Section 9 |  |
| Section 10 |  |
| Section 11 |  |
| Section 12 |  |

**Step Six:** *Schedule your next two planning meetings.*

Date: \_\_\_\_\_\_\_ Time: \_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Time: \_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_