Appendix A:

Steps	Tasks	Tools
Step 1 Prepare together	Read the vision of HHR	− Information about the roles within HHR − Explanation about level of dialogue and involvement at each step
	Compose a project team	− Communication tips & fill-in template to create a project group for development
	Develop a project planning	− Information and guidelines for project planning − Information and guidelines for project timeline
	Create commitment and involvement at all levels	− Fill-in HHR poster template − Fill-in HHR presentation template − HHR Flyer
Step 2 Measuring is knowing	Plan, spread, and conduct needs assessment	− Communication tips & checklist to conduct a needs assessment − Checklist privacy − "Healthy at work" Questionnaire
	Analyze results of the needs assessment	− Manual questionnaire analysis − Fill-in report template for results of needs assessment for management
Step 3 Our problems	Communicate the outcomes of needs assessment to employees	− Fill-in presentation template for employees – traffic light model (red - take action; orange - prevent further deterioration; green - maintain)
	Brainstorm about relevant problems other than the results of needs assessment	− Communication tips & working form for brainstorming – post-its
	Prioritize the most important problems	− Communication tips & working form for prioritizing
	Inform all employees about the problem analyses	− Communication tips & fill-in poster template for top 3 problems
Step 4 Our solutions	Identify and review existing solutions (evidence-based)	− Library: two matrices. Matrix 1 with simple solutions. Matrix 2: examples of scientific evidence-based interventions.

		− Overview of useful websites
		− Checklist to develop an intervention by the organization
	Brainstorm about possible solutions	− Communication tips & working form to conduct ideas about solutions on the work floor
		− Working form for brainstorming – post-its & brainwriting
	Prioritize the best fitting solutions	− Working form – select top 3 solutions per problem – criteria for prioritizing solutions: feasibility, costs, time, effect.
		− Working form – formulation of SMART solutions & fill-in template
	Vote by employees on the best solutions	− Fill-in voting cards template for employees to vote on the best solution
	Communicate about the selected solutions	− Communication tips & fill-in poster template for selected solutions
Step 5 Action plan	Decision: How to approach the selected solutions?	− Preparation tips for management meeting & fill-in sheet for preparation and decision document
		− Letter template for management
		− Communication tips & checklist for adaptation solutions
	Develop an action plan	− Communication tips & fill-in sheet action plan (W-questions)
		− Communication tips & fill-in template to create a project group for implementation
	Communicate about the action plan	− Communication tips & fill-in action plan poster template
Step 6 Let's start	Implement the action plan	− Communication tips & checklist implementation
	Periodic evaluation	− Communication tips and approach for evaluation
		− Working form for evaluation methods
Step 7 Evaluation	Conduct a final evaluation	− Communication tips & approach for evaluation
		− Working form for evaluation methods
	Plan for sustaining the successful solutions	− Sustainability checklist
Step 8 Along the way: Obstacles in the process		− Tips of do's and don'ts within a dialogue
		− Working form to improve collaboration