

FROM DAY ONE



Implementation Checklist

Use the following action items to successfully incorporate mental health messaging as part of your onboarding program.

Action	Description	Why?	Responsible Party	Completion Date
Obtain Leadership Buy-In	Review the business case for incorporating mental health into onboarding and socialize the program idea	Leadership support is critical for successful implementation		
Identify Implementation Team	Engage key stakeholders who will be responsible for designing and implementing program	Getting buy-in from different team members will ensure successful implementation		
Identify Method Of Training and Session Content	Decide training format (e.g. in-person or online) and select messages to be included in the session	Tailoring the framework to meet the needs of your organization will facilitate success and local buy-in		
Set Up Evaluation Measures	Review the evaluation guide and determine how the information will be collected and who will review it	Measuring your success will allow you to improve the program and increase support for the initiative		



Implementation Checklist

Use the following action items to successfully incorporate mental health messaging as part of your onboarding program.

Action	Description	Why?	Responsible Party	Completion Date
Identify Internal Mental Health Champion(s)	Consider leaders with minoritized identities who may be willing to speak on different identity-related stressors at work	Helping employees feel comfortable talking about their own mental health and seeking support will help create a strong foundation		
Develop Roll Out Plan	Review IT needs for roll out, identify trainers, and schedule sessions	Ensuring all parties are ready for a smooth implementation		
Launch Sessions	Begin incorporating <i>From Day One</i> into onboarding	Starting small will help you learn before scaling across the organization		
Measure Results	Collect data	Collecting data will identify areas of improvement and make the case for greater investments in workplace mental health		