**Implementation Planning Tool (Child Weight Champions)**

Prior learning

Before completing this worksheet, it is important you:

[ ]  Watch the **Implementation Guidance Video**

[ ]  Read the **Implementation Guidance Sheet**

[ ]  Watch the **Implementation Planning Tool Video** (or if you prefer, you can watch this whilst completing the worksheet and pause it as you go through)

You may find it beneficial to have these resources handy so you can refer back to them to help you complete the worksheet.

Completing this worksheet

This worksheet will be most effective if you complete it alongside other Child Weight Champions in your local area. **We recommend setting aside 2-3 hours to go through this planning process as a team.**

It might also be beneficial to invite other colleagues who are involved in the HealthyWEY implementation to contribute (e.g., team or service leads with a particular remit or interest in child weight).

Worksheet structure

It is recommended you first read through the whole worksheet so you have an idea of the questions. Your discussion may sometimes cover several areas, so if you’re aware what’s coming, you can make notes where you feel they best fit.

The worksheet is in two parts:

**Part A** – Work through the reflective questions and make notes to inform your planning in part B. The questions will encourage you to reflect on strengths and challenges that might influence implementation of HealthyWEY in your local area, and to come up with ideas for moving forward.

**Part B** – Develop a specific action plan to get started with the HealthyWEY implementation.

# **Part A – Reflection and Ideas**

1. **Motivating staff to engage with the e-learning**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. What ideas do you have for introducing HealthyWEY to staff?
 |  |
| 1. What could you do to encourage staff who might be sceptical about HealthyWEY to have a go?
 |  |
| 1. What could you do to ensure staff feel a sense of **autonomy**?
 |  |
| 1. What could you do to ensure staff feel a sense of **competence**?
 |   |
| 1. What could you do to ensure staff feel a sense of **relatedness**?
 |  |

1. **Supporting staff to complete the e-learning**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. How can you put structure into the process to ensure the e-learning gets done?
 |   |
| 1. How can you help your staff reflect on the e-learning as they go through?
 |  |
| 1. How can you support individual team members to make sure the e-learning is relevant for them?
 |  |

1. **Integrating the e-learning into practice**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. How can you facilitate opportunities for staff to practice the HealthyWEY approach?
 |  |
| 1. Who else do you need to liaise with to ensure staff are getting opportunities to integrate the learning into practice (e.g., managers?)?
 |  |

1. **Linking with partners**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. What other child weight, nutrition or physical activity services exist for this age group in your area?
 |  |
| 1. Is there any similar training to this and how do you see HealthyWEY working alongside it?
 |  |
| 1. Is there a local child weight management group and are the HealthyWEY champions represented on this?
 |  |
| 1. Are there other local partners who would benefit from knowing about the HealthyWEY project / undertaking training in the future?
 |  |
| 1. How do you plan to link with partner services in your local area?
 |  |

1. **Sustainability and evaluation**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. How will you monitor and evaluate the effects of HealthyWEY in the short, medium and long-term?
 |  |
| 1. How could you ensure all new members of staff are trained?
 |  |
| 1. How could you ensure existing members of staff stay up to date, and refresh the training when required?
 |  |

1. **Strengths to build on (local team and external factors)**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. What strengths **in your** **local team** will you be able to draw upon when implementing HealthyWEY?
 |  |
| 1. What strengths **external to your local team** will you be able to drawn upon when implementing HealthyWEY?
 |  |

1. **Challenges to consider (local team and external factors)**

| **Questions to consider** | **Notes** |
| --- | --- |
| 1. What challenges **in your** **local team** might impact on your attempts to implement HealthyWEY?
 |  |
| 1. What challenges **external to your local team** might impact on your attempts to implement HealthyWEY?
 |  |
| 1. Of these challenges, which are out of your control, and which do you consider to be “controllable”?
 |  |
| 1. What could you do to address the controllable challenges?
 |  |

# **Part B – Action Plan**

Draw on your reflections to complete an action plan that is realistic, and that considers the strengths and challenges in your local area (see template overleaf).

Remember to consider how you will support the autonomy, competence and relatedness of staff through your actions.

When completing this action plan:

* Be as specific as possible
* Specify who is responsible for actioning each task
* Include timescales for completion

When you have completed your action plan, complete the questions on the final page to help you put your plan into action.

| **Task** *(add extra rows where required)* | **Specific Actions** | **Who is responsible?**  | **Timescale** |
| --- | --- | --- | --- |
| How do you plan to introduce HealthyWEY to the staff in your locality?  |  |  |  |
| What specific steps will you take to facilitate completion of the e-learning? |  |  |  |
| What specific steps will you take to help staff integrate the e-learning into practice?  |  |  |  |
| What steps will you take to connect with local partners and ensure HealthyWEY is integrated as part of the early years/health strategy in your area? |  |  |  |
| What steps will you take to evaluate the impact of HealthyWEY? |  |  |  |

Putting the plan into action

|  |
| --- |
| 1. **What are your immediate next steps over the coming weeks?**
 |
|  |
| 1. **What do you need to do to make sure this plan is actioned?**
 |
|  |
| 1. **Who else do you need support from in actioning this plan?**
 |
|  |