

# ▶ Handover Hero: Training Tool for Factory Health & Wellbeing Programs



**Target Audience:** Factory workers transitioning to leadership roles in a health and wellbeing program.

*The "Handover Hero: Training Tool" is a framework for designing a training program*

## 1 Interactive Modules:

- Program Overview: History, goals, key activities, resources.
- Leadership Skills: Communication, advocacy, problem-solving, collaboration.
- Technical Skills: Data collection, reporting, logistics, resource management.
- Monitoring & Evaluation: Tracking progress, analyzing data, identifying improvements.
- Peer Support and Mentorship: Building a network, sharing experiences, providing feedback.

## Tool Components:



## 3 Resources and Support:

- Detailed Training Manual: Comprehensive reference guide with all covered topics.
- Program Toolkit: Templates, checklists, sample documents, communication materials.
- FAQ Section: Answers to common questions and troubleshooting tips.
- Helpdesk and Mentorship: Access to ongoing support and guidance from experts.

## 2 Interactive Activities:

- Case Studies: Analyze real-world scenarios, practice decision-making and problem-solving.
- Role-Playing: Simulate interactions with workers, management, and external partners.
- Group Discussions: Explore challenges, share best practices, build team spirit.
- Action Planning: Develop individual plans for program implementation and leadership development.

## 4 Resources and Support:

- Mobile-friendly platform: Accessible via smartphones for convenience and flexibility.
- Gamification elements: Points, badges, and leaderboards to enhance engagement.
- Offline functionality: Allow learners to progress without internet access in factory settings.
- Progress tracking and reporting: Monitor individual and group learning achievements.



## Benefits:

- Empowered leaders: Equips workers with the skills and knowledge to effectively lead the program.
- Smooth transition: Ensures program continuity and reduces disruption during handover.
- Sustainable program: Builds capacity for long-term success and worker well-being.
- Increased engagement: Empowered workers become advocates for the program, leading to higher participation.
- Improved program effectiveness: Leaders can tailor the program to meet specific workforce needs.

## Key Features:

- Modular design: Learners can focus on specific needs or complete the entire program.
- Bite-sized content: Short, engaging modules ensure easy absorption and knowledge retention.
- Interactive and practical: Activities promote active learning and real-world application.
- Multilingual support: Cater to diverse workforces by offering different language options.
- Culturally sensitive content: Adapt examples and scenarios to the local context.

## ▶ Standard Operating Procedure (SOP) for Program Handover Trainings:



### Objective:

To ensure effective program handover by empowering leaders with essential skills for ownership, sustainability, technical proficiency, communication, advocacy, monitoring, evaluation, and fostering mentorship among leaders.



### 1 Empowerment Training:

- Identify program leaders.
- Conduct leadership empowerment sessions.
- Equip leaders with skills for ownership, decision-making, and program sustainability.
- Provide resources for effective leadership.



### 2 Technical Skills Training:

- Conduct comprehensive technical training sessions.
- Cover program logistics, resource utilization, and data collection methodologies.
- Ensure leaders are proficient in program implementation and logistics.



### 3 Communication and Advocacy Training:

- Provide communication and advocacy workshops.
- Build skills for engaging workers, promoting participation, and addressing concerns.
- Emphasize the importance of clear and transparent communication, monitoring, evaluation, and ongoing mentorship.

### 4 Monitoring and Evaluation Training:

- Conduct training on monitoring and evaluation.
- Train leaders to track progress, analyze data, and identify areas for improvement.
- Ensure leaders understand key performance indicators and reporting mechanisms.

### 5 Mentorship and Peer Support:

- Establish a mentorship framework.
- Facilitate ongoing learning through peer support sessions.
- Encourage knowledge sharing among leaders to enhance program effectiveness.
- Foster a collaborative environment for continuous improvement.



### Implementation Steps:

- Schedule training sessions, ensuring all leaders participate.
- Utilize diverse training methods, including workshops, presentations, and interactive sessions.
- Provide training materials and resources for future reference.
- Evaluate training effectiveness through feedback and assessments.
- Encourage continuous learning and adaptation based on evolving program needs.

### Documentation:

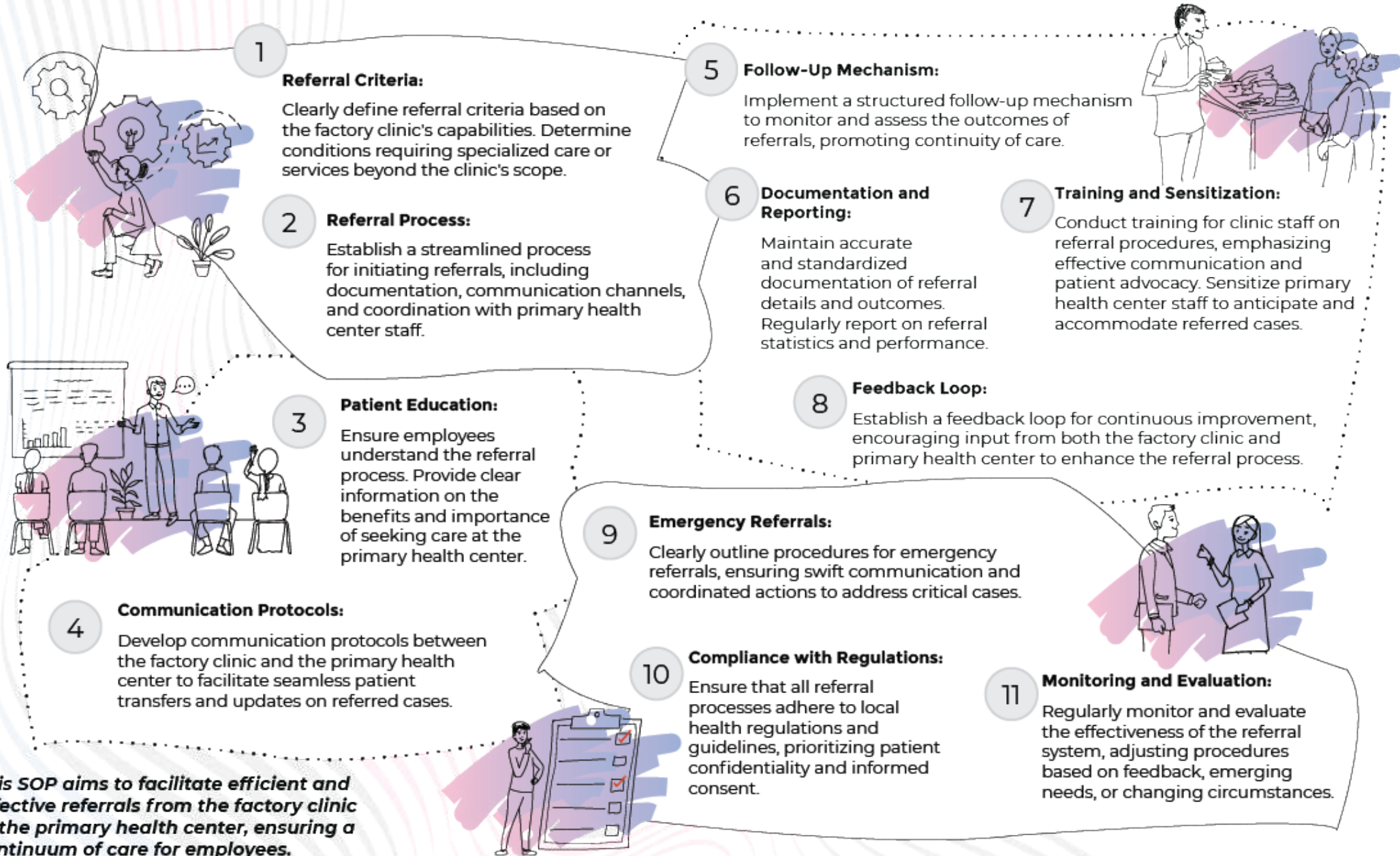
Maintain records of training schedules, attendance, training materials, and feedback to assess the impact of the program handover training.

### Review and Update:

Regularly review and update the SOP to incorporate best practices and adapt to changing program requirements.

**By following this SOP, leaders will be well-equipped to take ownership of the program, ensuring its sustainability and effectiveness through comprehensive training in leadership, technical skills, communication, advocacy, monitoring, evaluation, and ongoing mentorship.**

## ▶ Standard Operating Procedure (SOP) for Referrals and Linkages from Factory Clinic to Primary Health Centre:



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### Objectives of the Sustainability Assessment Learning Tool (SALT):

- To facilitate self-assessment for the factory and support in sustaining the health and well-being outcomes beyond the funding period.
- To identify good practices and gaps/challenges that require attention to ensure the continuity of the health and wellbeing interventions at Factory.
- To disseminate outcomes and impact towards influencing factories, brands, and other relevant stakeholders to adopt workplace health and well-being programs

**Note:** This is a self-assessment tool for the factories and the findings are kept confidential among the implementing partner, brand, and factory management. It will be used only for the purpose of improving health and well-being outcomes for factories and workforces.



## ➤ Sustainability Assessment Learning Tool



**Let's dive deeper into what the Sustainability Assessment Learning Tool is and how it can help your workplace:**

### 1. What is sustainability ?

"Sustainability" is the continuation of health and well-being activities, processes, systems and outcomes in factory environments, independent of the presence of Brands or implementing partners, in a manner that adheres to basic minimum highest standards.

### 2. What is this self-assessment tool on sustainability?

This is a self-assessment tool for the factory management to periodically assess the stage of their sustainability with regard to health and well-being interventions and plan accordingly to improve the outcomes. Given the need to maintain real benefits beyond the limited duration of funding, it becomes extremely important to begin thinking and acting on sustainability immediately and to develop indicators to measure the level of sustainability. In the initial stages, the implementing partner will provide handholding support to the factory management to complete the assessment.

### 3. How does the Sustainability Assessment Learning Tool (SALT) help in planning?

The tool will help the factory management understand their current level of sustainability and focus on areas of improvement to reach the next level of sustainability by networking and seeking support from brands and implementing partners.



### 4. How the data will be shared?

The data primarily will be used by factory management to review their progress with regard to the sustainability of the health and well-being interventions. At the initial stage since this tool will be monitored jointly by implementing partners and factory management for better planning.

### 5. What will be done with assessment tool and how this would be helpful ?

The results obtained from the tool will be discussed in the joint meeting and the partners will on different strategies for better implementation and sustainability of health and well-being interventions

### 6. Role of Brand and the Implementing Partner.

The tool will help the implementing partner to understand the level of sustainability and to plan the support required. It helps the brand to take a call on the support needs to be extended by them to the facility.

### 7. Frequency of administration of the tool.

The tool should be used every 6 months after the commencement of implementation of the health and well-being interventions in the factories.

**Scan the following QR code to access the Sustainability Assessment Learning Tool Sheet:**



**Note:** Make a copy of the sheet shared above for your use. To make a copy, click on file > make a copy.



**This questionnaire is designed to assess the workplace health facility infrastructure, guidelines and management.**

The tool has been adapted from the Workplace Health Facility Guidelines and Management Benchmarks Questionnaire jointly developed by USAID, BSR HERProject and The Evidence Project.

The Clinic Scorecard examines key areas, including physical facilities, product availability, referral systems, education and counseling, and facility policies. Additionally, it evaluates management systems and corporate leadership in health governance. **By identifying gaps and strengths in the factory's health systems, the scorecard enables targeted recommendations for improvement, ensuring a healthier and more efficient workplace.**



**How to use the Clinic Needs Assessment Tool:**



1

Access the Clinic Needs Assessment Tool through the following QR code:

2

Make a copy of the Clinic Needs Assessment Tool Sheet for your use. (Click on file > make a copy)

3

The Clinic Needs Assessment needs to be conducted by an experienced individual in Health Quality and Assurance or a Public Health Professional

4

The score can be added after triangulating the data with Clinic team, Workers, HR and Welfare Officers and Factory key representatives

5

On the Assessment Tab of the Clinic Needs Assessment Sheet, all the questions marked B (Basic) are mandatory and the scores will be computed on these questions. All the questions marked M (Medium) and H (High) are non-mandatory questions

6

Fill in the relevant number(1 to 5) based on the observation under 'Ratings'

7

Fill in the relevant letter (A) To be asked to/verified with concerned authority, (D) Direct Observation or (M) Mixed, under 'Source'.

8

The Score will be computed in the SCORE sheet. ( with a separate scoring system for Mandatory and Non-mandatory questions)

9

Based on the scores and observation, please add recommendations, feedback and suggestions to the sheet.

10

Based on the priority of the recommendation, fill in the relevant letter Critical (C), Essential (E) or Ideal (I).