

Healthy Eating Environment in AHS

Action Plan Worksheet

Use this worksheet template to create an action plan in your venue/site/facility/zone by answering the questions in each step and filling in your answer in the boxes below. The steps follow the Appreciate Inquiry cycle which asks questions to discover strengths and to dream and design actions to reach goals. You can save and print the worksheet and at the end of the worksheet there is a button to email your action plan to us.

Step 1: Who can help?

Build a team to work together on creating changes. Engage members from areas that provide food and drinks, such as outlets and franchises, catering, vending, volunteers, auxiliaries. Also include members from staff, patients, public and other key partners to join the team.

Step 2: What are the expectations?

Engage the team. Use the engagement planning worksheet <http://insite.albertahealthservices.ca/ce/et-engagement-planning-worksheet.pdf>. Who is the most affected/interested/involved in this initiative? What is the best way to connect with members? Is there any previous experience with them? Is it clear how participants want to be involved? Are there any risks with moving ahead either to the members' areas or AHS? How can we address these risks?

Step 3: What are we already doing?

Use self assessment tools and baseline data to assess the current state in your venue/site/facility/zone. Refer to the Creating Change booklet for AHS leadership for more information. What are we doing now to support a healthy eating environment?



Step 4: What do we want to do? Develop the action plan

Plan: *What would a healthy eating environment look like in our venue/site/facility/zone? What changes (small or big) could we make that would have the biggest impact on creating a healthy eating environment? How will we make these changes? Have the roles and responsibilities of members been identified? What resources are needed? What is the timeline?*

Evaluate: *How will we evaluate or progress? What will we measure to determine the results, what worked well and what could be improved for next time?*

Share our successes: *How will we share our successes? Use the Success Stories Worksheet.*

Large empty rectangular box for writing the action plan details.

Step 5 – Put the plan into action

Step 6 – How are we doing?

Monitor our progress. Adjust the action plan as needed.

AHS Site:	Latest Revision Date:
Contact name, phone and email:	

AHS would like to know how you are creating changes. Email this action plan and send comments or questions to a support person in your Zone by clicking here: [Email now](#)