



Action Planning: Cognitive Mapping



Instructions

Organise one (or more) meetings with stakeholders to reflect on the results of the needs analyses and decide upon an action plan to select multilevel interventions for improving mental health and well-being in the workplace. You can follow the structure below.

- *Part 1: Reflecting on Needs Analysis*

- Objective: Review needs analysis (organisational context questionnaire, focus group interview[s], middle and senior managers interview[s]) findings summarised in the grid to prioritise workplace mental health and well-being needs.
- Activities:
 - Conduct cognitive mapping with stakeholders to identify urgent needs and demands and resources for improvement.
 - Present need analysis results in a straightforward manner, possibly sending the Report Grid in advance for preparation. Take some time to clarify questions about the results.
 - Prioritise needs as this will form the basis for selecting interventions.
- Preparation for Part 2: Inform stakeholders about the focus of the next meeting—choosing interventions—and schedule it promptly, ideally within two weeks.

- *Part 2: Intervention Selection and Action Planning*

- Objective: Decide on an action plan and select multi-level interventions to address identified needs.
- Decision Points:
 - Suggest interventions for various levels (Individual, Group, Leader, and Organisation), from which the appropriate ones can be chosen to meet the identified needs.
- Action Plan Development:
 - Detail the action plan specifying the activities (what), responsible persons (who), and the methods (how).

Note: Please refer to [Step 3 of the H-WORK roadmap](#) for more detail.

