**Workforce Strategic Framework – Implementation Plan instructions for external agencies/organisations**

* The Workforce Strategic Framework implementation plan is intended to be comprised of:
  + A summary of your organisation’s workforce development activity currently in progress (ongoing and time limited)
  + Phase One initiatives – which includes the Mental Health Commission’s (MHC) funded initiatives supporting the release of the Workforce Strategic Framework (these will likely only be relevant for a small number of organisations such as WAAMH, WANADA and CoMHWA) and any other new workforce development initiatives recently released or in progress and due for implementation by June 2021
  + Phase Two initiatives – which includes planned or new (proposed) workforce development initiatives that will be implemented over the next two years
  + Phase Three initiatives – longer term initiatives that require budget submissions and/or significant forward planning for implementation.
* The implementation plan will be a ‘living’ document and will be added to as implementation progresses and new workforce priorities emerge.
* You are encouraged to regularly circulate the Implementation Plan to staff so they can review, amend and add to the proposed implementation initiatives.

Implementation Plan Template

* Where possible, pre-populate the template with any known existing workforce development activities or implementation initiatives for your organisation.
* Circulate the Implementation Plan Template to your staff and encourage them to add other initiatives.
* Please refer to the MHC’s Workforce Strategic Framework Priority Area Strategies and Suggested Actions to help inform your organisation’s input into this template.
* Feedback was also sought from stakeholders at the MHC’s Sustainable Health Review Forum workforce development workshops (held in October 2020) on priority areas for implementation. You can read more about the feedback from this forum [here](https://www.mhc.wa.gov.au/about-us/news-and-media/news-updates/wa-the-state-of-wellbeing-mental-health-aod-system-leadership-forum/) to help you identify potential initiatives for inclusion in your Implementation Plan.

Completing the template

* There are four sections in the table in the template, reflecting workforce development activity in progress and the three implementation phases as described above.
* Where possible, complete each column for each activity/proposed initiative you are including in the Implementation Plan.
* It is suggested that you:
  + provide a high level summary of the initiative and deliverables/outcome
  + note that the list of strategic documents in the final column is based on MHC strategic documents and is not exhaustive. You may prefer to add or replace these with references to other strategic documents more relevant for your organisation.
* For the ‘in progress’ entries, it is suggested you include:
  + Ongoing activities – for example contracting arrangements, training and professional development workshops or resources, networks that support sector workforce development or capacity building etc that are funded/provided on an ongoing basis and have no foreseeable end date.
  + Time limited activities – workforce development/capacity building activities or projects that are currently in progress but have an end date. The outcomes of these activities may help inform future implementation initiatives or may require additional funding or resourcing to ensure their continuity and should be considered for inclusion in subsequent implementation phases.
  + Details of any workforce development outcomes/measures for the activity at a project level. This will help inform the development of an evaluation framework for your Implementation Plan.
* This information may also help you identify potential initiatives for inclusion in the implementation plan, for example, a gap in current training delivery or capacity building, an opportunity to expand a current activity or include a workforce development deliverable in a future contracting arrangement.