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**Start the conversation:**

Who do I need to speak with? What do I want to discuss and why?

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**Capture lay of the land:**

What's happening and why is it important? How is it impacting employees / business?

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**Educate yourself:**

What policies currently exist? Do we need to do something new / or can we leverage what's already there? How can we make existing policies and guidelines more accessible?

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**Navigate the conversation:**

How do you plan to frame the conversation? What concerns do you have about discussing the impact and potential solutions with your colleagues?

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**Create a roadmap for change:**

What can I do? What's in my control? Where can I can influence bigger / broader change?