



HCO Plan Template

I. Introduction

- **Purpose:** Explain why the organization is adopting a trauma-informed approach and its expected impact on employees and the organization.
- **Vision Statement:** State how a trauma-informed workplace aligns with the organization's mission, values, and business goals.

II. Objectives

1. Foster a culture of safety and respect.
2. Equip leadership and staff with knowledge about trauma and its impacts.
3. Build resilience at individual and organizational levels.
4. Promote access to supportive resources for mental, emotional, and physical wellbeing.

III. Actions Steps

1. Leadership Commitment

- Appoint a trauma-informed champion or team.
- Secure buy-in from senior leadership.

2. Feedback and Engagement

- Highlight how well the organization understands Trauma-informed practices
- Highlight the staff feedback about how the organization performs as a healing centered organization.

3. Training and Education

- Conduct training on trauma, ACEs, and trauma-informed principles for all staff.
- Offer ongoing learning opportunities on resilience and mental health, links to helpful resources, etc.

4. Employee Support

- Provide access to Employee Assistance Programs (EAPs) or similar resources.

- Offer flexible work options and accommodations for employees experiencing trauma.

5. Workplace Environment

- Create spaces that promote physical and emotional safety (e.g., quiet areas, inclusive signage).
- Encourage open communication and feedback.

6. Building Resilience

- Implement practices such as mindfulness, peer support groups, or wellness programs.
- Recognize and celebrate employee achievements to build positive connections.

IV. Metrics and Evaluation

- Define key performance indicators (KPIs) (e.g., employee satisfaction, retention rates, mental health resource utilization).
- Regularly assess the plan's effectiveness through surveys and feedback.
- Adjust the plan based on evaluation outcomes.

V. Communication Strategy

- Share the plan with all employees, emphasizing transparency and inclusion.
- Establish clear communication channels for questions, feedback, and updates.

VI. Sustainability

- Integrate trauma-informed practices into ongoing organizational strategies.
- Commit to periodic training refreshers and plan updates to maintain relevance.

VII. Conclusion

- Reinforce the organization's dedication to creating a workplace where everyone feels valued, supported, and empowered.