
'OHANA WORKPLACE ALLIANCE

'Ohana-Friendly Workplace Quick-Start Checklist

A one-page roadmap for organizations building their first 'ohana-friendly program

1 Assess & Align

- ☐ Leadership sponsor identified — *someone who can champion the initiative and approve budget*
- ☐ Strategy Alignment Overview completed
- ☐ Organizational Needs & Resource Capacity assessed
- ☐ Employee needs survey distributed (or OWA Employer Self-Assessment Survey taken)

2 Build the Action Plan

- ☐ 2–4 priority goals selected
- ☐ Each goal written as a SMART goal — *Specific, Measurable, Achievable, Relevant, Time-bound*
- ☐ Owner and budget assigned to each goal
- ☐ Action Plan Checklist completed with milestones

3 Select Practices

- ☐ Practices reviewed across all 7 categories — *Flexible Work, Dependent Care, Support Programs, Health/Welfare/Insurance, Financial, Education, Emerging Practices* — *or use the Practice Finder to jump to a specific need (See Resource ToolKit Template 5-8)*
- ☐ Starter practices chosen for quick, low-cost wins
- ☐ Growth practices identified for future phases

4 Develop Guidelines

- ☐ Written guidelines drafted using the Developing Standards template
- ☐ Policies reviewed for compliance with Hawai'i and federal law
- ☐ Guidelines added to employee handbook / HR systems

5 Launch & Communicate

- ☐ Managers trained on new policies
- ☐ Program announced organization-wide
- ☐ Policies published somewhere employees can easily find them
- ☐ Feedback channel opened

6 Measure & Sustain

- ☐ Stay Interview cadence scheduled
- ☐ Exit Interview questions in use
- ☐ Utilization and satisfaction tracked
- ☐ Annual review date set on the calendar

Need the full walkthrough? See the companion 'Ohana Workplace Alliance Full Walkthrough for a plain-language explanation of every box above, or the Action Plan & Implementation Guide for detailed timelines and worksheets.