

WORKPLACE IMPLEMENTATION CHECKLIST



“Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces.”

This checklist illustrates how each role contributes to the implementation process of the Good Job approach. It shows how each workplace role contributes to implementing the Good Job approach inside the company. It can be adapted, expanded, and used as a planning, monitoring, or review tool. This is an editable document, please, use it to add more tasks as they fit in the workplace's internal procedures.

Implementation Activity	Good Job Lead	HR Manager	Workplace Mentor	Workplace Buddy
Establish commitment and coordination	Present the Good Job approach to company leadership; define roles and timeline.	Support internal launch; identify staff training needs.	Provide input on operational needs for onboarding employees with disabilities.	Motivates colleagues to support new employees and foster inclusion.
Map internal resources and partners	Identify internal team members and external partners (e.g., services, organisations).	Map training priorities and link to staff development plans.	Highlight workplace areas requiring adaptations or adjustments.	Offer insight into daily workplace routines and informal practices.
Staff awareness and training	Oversee internal training schedule and ensure participation.	Organise workshops and peer-learning sessions using Good Job resources.	Participate in mentor training; reflect on role expectations.	Participate in buddy preparation; share insights on team culture.
Prepare the workplace for onboarding	Coordinate logistics, equipment, and team readiness.	Ensure inclusive practices are embedded in HR procedures.	Prepare step-by-step task instructions and onboarding materials.	Help check practical accessibility (workspace, routines, signage).
Check and nurture employee motivation	Promote the approach as supportive and empowering.	Align support resources available for new employees.	Conduct short check-ins to understand motivation and needs.	Encourage confidence and provide reassurance during early days.
Assessment and profiling	Ensure use of the Good Job Assessment Tool where applicable.	Support documentation and data collection.	Conduct practical, job-related assessments.	Share informal observations on daily

				functioning and social integration.
Co-design of individual workplace support plan	Approve planning structure and ensure consistency.	Support with templates, documentation, and alignment with HR policies.	Lead the co-design process with the employee (tasks, supports, goals).	Offer input on social and practical support needs.
Implementation of workplace mentoring and learning activities	Monitor overall implementation quality.	Provide ongoing capacity-building for staff.	Deliver practical job training; monitor progress; adjust tasks as needed.	Provide day-to-day informal support, reminders, and orientation.
Community and external partner engagement (if applicable)	Build links with employment services, NGOs, or training partners.	Align training and HR activities with outreach goals.	Prepare employee for community-based or external work experiences.	Support positive representation of the company's inclusive culture.
Review and reflection meetings	Lead internal review sessions; ensure follow-up.	Collect feedback on training outcomes.	Reflect on progress, adjustments, and challenges with HR/Lead.	Provide simple feedback on daily inclusion and team integration.
Institutionalisation and sustainability	Integrate inclusive transition within company policies and strategies.	Embed inclusive practices into staff development and HR processes.	Continue mentoring as part of regular work organisation.	Maintain supportive peer culture and inclusive everyday practices.

How to use this implementation checklist

- Adapt it to your company's size, department structure, and internal procedures.
- Add dates, responsibilities, deadlines, or notes for monitoring progress.
- Use it during planning meetings, onboarding of new staff, or internal presentations.

- Encourage each role to review how their contributions support a consistent, inclusive workplace culture.