

FIRST STEPS

Oversight, Coordination and Program Evaluation



THE CHALLENGE

Creating a suitable program implementation plan begins by gathering information regarding the initial conditions of your organization - the culture, priorities, level of interest, etc.

Complete the IAFF/IAFC Fire Department Demographics survey (link [HERE](#)) and the IAFF/IAFC Obstacles to Program Implementation survey (link [HERE](#)). Both surveys may require sourcing relevant information from multiple people within your organization.

INSTRUCTIONS

- Download an electronic copy of the IAFF/IAFC Fire Department Demographics survey [HERE](#).
 - Review all questions and collect information from the necessary personnel so they can be answered.
 - It will be important to collect accurate information so that suitable recommendations can be made.
- Download an electronic copy of the IAFF/IAFC Obstacles to Wellness-Fitness Program Implementation survey [HERE](#).
 - Review all questions and collect responses from three distinct stakeholders – representative from management, representative from union executive, representative from general membership. **You will assume one of these roles.**
 - Contrasting the perspectives of multiple people is critical to establishing the level of agreement and potential first steps with regards to program implementation.
- Solicit permission from your department to share the data included in both surveys.

GRADING CRITERIA

- ✓ Demographics survey complete
- ✓ Demographics data is accurate and representative
- ✓ Obstacles survey complete
- ✓ Obstacles survey data reflects the perceptions of multiple stakeholders
- ✓ Single submission
- ✓ Permission to use data in aggregate form

SUBMISSION GUIDELINES

Responses to both surveys (demographics and obstacles) can be submitted once the Fit To Thrive member portal launches. No separate written submission will be required.