

# The Source - A 'Get-Started' Checklist

## 01 COMMITMENT

### IDENTIFY THE NATURE OF YOUR OWN COMMITMENT TO HELPING YOUR EMPLOYEES

- Have you ever thought, "I wish I could do more to help my employees with the problems they encounter in their personal lives?" but feel that your hands are tied?
- Are there specific issues you seem to hear about regularly (like childcare, transportation, financial shortfalls, healthcare, etc.) & feel compelled to try to address?
- Are you curious about how other employers deal with these issues?
- Would you be interested in supporting an external resource to help your employees?
- Would you be interested in exploring whether it's easier to do this along with others?
- Does your workplace culture allow taking action, even if it doesn't necessarily lead directly to increased profits?
- Are you okay with keeping value inside the system, so as to give your employees more stable lives?

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## 02 PARTNERSHIP

### IDENTIFY AND PARTNER WITH LIKE-MINDED CEOS IN YOUR COMMUNITY

- Would you consider taking a colleague or two to lunch and exploring the common issues your employees appear to face?
- Would you consider convening a group of CEOs and fellow business leaders to discuss these common issues?
- Are there existing organizations or institutions that could convene these kinds of conversations (local workforce development board, family business center, philanthropy/foundation, Goodwill, etc.)?
- Would you consider convening a community discussion group around a single workforce-related topic?
- Who will be the champion, who will lead this effort? (at least initially)?
- Is there a person interested in taking this on?
- Is there someone within the business community with a reputation for treating employees well? With credibility as a business leader? With credibility & experience as a convenor?
- If not, is there a small group or committee that might take the lead in convening the initial conversation & activity?

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## 03 FUNDING

### IDENTIFY AND SOLICIT FUNDING

- Is there a local funding source that can be approached?
- Is there a community foundation or local philanthropy that might be approached to provide initial grant funding?
- Is there a large local institution, such as a university, that might be interested?
- Is there a large local business that might be interested?
- What will the initial & annual contributions of member employers be?

## 04 LEADERSHIP

### IDENTIFY (AND HIRE) AN EXECUTIVE LEADER, ONCE THE FUNDING STREAM IS IN PLACE

- This executive will facilitate: What are the most important employee issues to be addressed collectively?
- This executive will partner: What are the service providers, social service agencies, nonprofits, etc. suitable for addressing these specific issues?
- This executive will manage: What are the logistics for providing services? Where will they be provided? What staff will be needed?