**GUIDANCE NOTES ON ADOPTION STEP 4**

Extract from the LPAG pg’s 26 to 28 refers:

* + 1. **Prepare first version adoption plan:**
       1. Workshop leading practice adoption guide - mine project team:
          - A workshop should be arranged to enable all members of the Mine Adoption team to have a good and common understanding of both the leading practice and the adoption process. The agenda for the workshop should include the following:

Opening by Mine manager to explain the steps already taken.

The case for adopting the leading practice

Key elements of the MOSH Adoption System

Potential assistance from the COPA and the MOSH Adoption Team

Key technical elements of the leading practice

The concepts of leadership behaviour and behavioural communication

The leading practice adoption guide

The mine’s role in facilitating industry-wide adoption of the practice

Modus operandi of the Mine Adoption Team

* + - * + Much of the material required for the initial agenda points is in the leading practice adoption guide, but these agenda points should be presented and discussed before going through the guide. These presentations and discussions will provide a context that will be helpful when working through the guide.
        + The Mine Adoption Team Manager should consider inviting the MOSH Adoption Team Manager to attend the workshop to assist in presenting some of the concepts and in answering some of the questions that could arise.
      1. Review refine example adoption plan
* The Mine Adoption Team must properly understand and take ownership of the adoption plan to be implemented. The framework plan provided later in Part 3 in this document must thus be carefully reviewed and adjusted as appropriate to take account of mine and team specific requirements. The adoption guide should then also be adjusted / annotated / and used accordingly.
* The team needs to allocate date specific timing to each of the various activities. Particular attention must be given to the time required for arranging access to any intellectual property, capital funds or major equipment, and to scheduling early action to minimise the impact of such time requirements.
* The team should ensure that any adjustments to the example plan do not compromise proper customisation and implementation of the behavioural plans. The MOSH Adoption Team Manager should be consulted in the event of any uncertainty on this point.
  + - 1. Identify an appropriate piloting section / area at the mine
* Initiation of the adoption process at the mine should be piloted in a carefully selected site. The selected site should be:
  + of sufficient size to meaningfully implement all aspects of the leading practice that will be encountered in extending its adoption across the mine, and
  + well managed, and not beset with unusual operational problems.
* Ensuring that these criteria are met will minimise risks and enable adoption challenges to be appropriately addressed.
  + - 1. Identify/arrange any specialist technical support considered necessary
* During the course of reviewing and updating the framework adoption plan the team should identify any areas where they consider specialist technical support to be necessary.
* Training or specialist support required for handling the direct enquiry and analysis work involved in customising the behavioural plans is dealt with in part 2 under points G8.3 and G8.4. Requirements additional to these should be arranged as appropriate.
  + - 1. Agree critical enabling factors for successful adoption of the practice
* The Mine Adoption Team and senior management at the mine should be clear about, and agree upon, the factors which are critical enablers for adoption of the practice at the mine to be successful.
* These factors should be identified by the Mine Adoption Team for discussion and agreement with senior and top management.
* Consideration should be given to factors such as:
  + Understanding and ownership of the adoption process
  + Effective communication with all key stakeholders and operational adopters
  + Adequate allocation of time and resources
  + Effective customisation of the practice and behavioural plans
  + Management involvement, interest and support
  + Union involvement
  + Other factors identified by the Mine Adoption Team.
    - 1. Ensure that sufficient time / resources have been provided
* At this point the Mine Adoption Team Manager should make an explicit and careful assessment of the time allowed for the project, and of the resources allocated to it.
* The Mine Manager should be advised of the outcome of this review and at that time any shortcomings that cannot be readily addressed by the team should be raised with the Mine Manager.
* Both the Mine manager and the Mine Adoption Team Manager have a special responsibility to ensure that no inappropriate short cuts or omissions occur due to understaffing or the imposition of deadlines that are too tight.