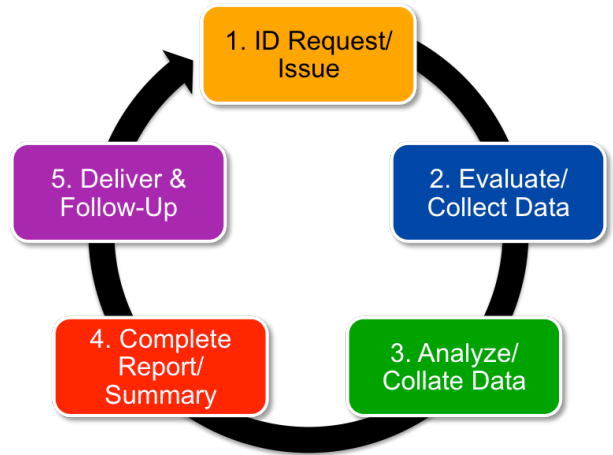


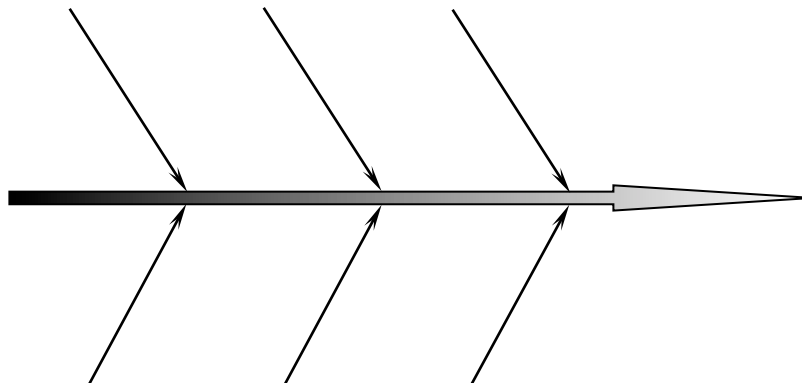
## Professional Thinking Worksheet

This approach is a system that can be applied to all levels of projects, decisions, and problems. Understanding the system, steps, and being able to apply them effectively will permit you to succeed in providing consistent support regardless of the size or focus of request.



<b>1. ID Request/Issue</b>	1.1 Define/ Understand the Request or Issue	<input type="checkbox"/> Background. <input type="checkbox"/> Motivation. <input type="checkbox"/> Budget: Time & Resource Costs. <input type="checkbox"/> Deliverable/Expectation. <input type="checkbox"/> Safety.	
	1.2 Develop Scope		
<b>2. Evaluate/Collate Data</b>	2.1 Observation/ Scope	<input type="checkbox"/> ID scope of area to be evaluated. <input type="checkbox"/> Is there an obvious area of concern. <input type="checkbox"/> ID required data to be collected.	
	2.2 Data Collection	<input type="checkbox"/> Collect required data. <input type="checkbox"/> Confirm data collected is sufficient to meet deliverable.	
	2.3 Additional Areas of Support	<input type="checkbox"/> Is there another area for potential support (ie. future scope creep).	
	2.4 Evaluation & Identification of Solutions	<input type="checkbox"/> ID potential solutions to obvious/potential/TBC concerns. <input type="checkbox"/> ID potential best practices/continuous improvements.	

<b>3. Analyze/Collate Data</b>	3.1 Data Review	<input type="checkbox"/> Review collected data. <input type="checkbox"/> ID data that requires analysis. <input type="checkbox"/> ID ideal analysis methods.	
	3.2 Complete Data Analysis	<input type="checkbox"/> Compare data to guidelines, limits, thresholds, & best practices. <input type="checkbox"/> Quantify impact of potential solutions on data analysis results.	
	3.3 Collate Conclusions/ Reflections	<input type="checkbox"/> Review results (micro/meso/macro) & ID conclusions. <input type="checkbox"/> ID reflections & recommendations.	
<b>4. Complete Report/Summary</b>	4.1 Transfer Results to Report/ Template	<input type="checkbox"/> Populate report to ensure request (1.1) is met.	
	4.2 Finalize Report	<input type="checkbox"/> Quality check for grammar, spelling, format, compliance, to branding & consistency policies/standards.	
<b>5. Deliver &amp; Follow-Up</b>	5.1 Submit & Follow-Up	<input type="checkbox"/> Confirm that client is satisfied with deliverable/support provided.	
	5.2 Next Steps	<input type="checkbox"/> Is there another area for potential follow on support (ie. future scope creep).	



## Step 2 – Evaluate/Collect Data Resources

### 2.1 Observation/Scope

#### *OI Philosophies*

- Corporate Culture;
- The Building Blocks (Executive Presence=Leader=Mentor);
- Professional Thinking (Problem Solving System):
  - Mind Sharing;
  - Create “Sparse Networks”; &
  - Professional Thinking System.
- Thinking Differently (Scalable Thinking & the Impact of Effort):
  - Thinking at Different Levels;
  - Building Competence;
  - Impact of Effort; &
  - We not Me.
- Business Mindset (The Results Economy):
  - Intrapreneurship;
  - Deliverables vs Process;
  - Busyness does not = Accomplishment;
  - 70% Solution;
  - Always on Offense (Day 1); &
  - Transformational Relationships.
- Critical Thinking (The Fusion of Concepts):
  - Focus;
  - Expansive Thinking;
  - Leadership;
  - Positively Engaging; &
  - Emotionally Intelligent.

#### *OI Policies*

- Employee Engagement Systems (Policy):
  - Hiring Process; &
  - Mentoring Process.
- DRAFT COVID-19 Prevention & Control Procedures (Safety Plan);
- Organizational Structure;
- Employee Handbook; &
- Lunch Room.

#### *OI Legal Agreements*

- Individual Employment Agreements:
  - Ergonomic Consultant PDD/CDD;
  - Senior Ergonomic Consultant PDD/CDD;
  - Supervising Ergonomist PDD/CDD; &
  - Managing Ergonomist PDD/CDD.
- Individual Client Agreements; &
- Service Provider Agreements.

#### *Other Influencers (Scenario Specific)*

- CCCPE Code of Ethics;
- Federal Legislation;
- Provincial Legislation:
  - Employment Standards Act (ESA), 2000;
  - Occupational Health and Safety Act (OHSA), 1990;
  - Health Protection and Promotion Act, 1990;
  - Ontario Human Rights Code, 1962; &
  - Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.
- Local Public Health Regions; &
- Client Policies/Processes/Procedures.