



# Asset Mapping Process

A TOOL FOR  
**LEADERS**

# Asset mapping process

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## What is asset mapping?

Asset mapping describes the process of identifying and listing existing programs, policies, practices, benefits, groups and tools as resources to access. This is one of the first steps you can take as part of the Revel method in an effort to improve health care worker wellbeing within your organization. It gives you a global view of all the activities and commitments that are already in place that contribute to the wellbeing of your staff and physicians. There are likely many of these commitments, but if people don't know about them or can't find information about them in a centralized spot, those commitments aren't optimally effective. Asset mapping also allows you to identify any gaps in programming and additional opportunities to support health care workers.

## The 13 factors of psychological health and safety

The National Standard of Canada for Psychological Health and Safety in the Workplace is a set of guidelines, tools and resources that focuses on supporting employees' psychological health and preventing psychological harm due to workplace factors. To identify how your organization aligns with the Standard, map your assets to the 13 factors.

Refer to the asset mapping workbook for more direction on how to use the Standard.

## How to do it and who to engage

To conduct a thorough asset mapping process, engage various audiences to ensure input and knowledge is coming from diverse parts of the organization. Here's who to engage and the process to follow:

### Step 1

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**Bring together your key HR representatives to pull together an initial list of assets. This should include representation from learning and development, organizational development, employee relations, occupational health and safety, etc.**

- Tip: think about the various employee engagement, wellness, occupational health and safety, culture and communications initiatives that are in place and use that as a starting point. It may make sense to include a member of the communications team in this step to provide additional support throughout the mapping process.
- With each identified asset, make sure that it's an active practice within your organization and not outdated. Then determine where it fits within the 13 factors, map it accordingly and prepare a one-line description to support each asset.

## Step 2

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Once the inventory is collected and mapped against the 13 factors, bring together your senior leadership team for them to ratify the list and contribute anything that's missing.

## Step 3

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Understand the legitimacy of what you've pulled together. Hold a workshop with frontline and middle management to present your findings. Then facilitate an open forum to discuss what's there, whether it's effective or not, and what's missing. This is a real opportunity to generate and innovate new ideas that managers see as beneficial for themselves and supportive for their staff and physicians. During this step of the process, encourage frontline and middle managers to also think about and capture informal practices that may be in place for specific programs that the entire organization could benefit from.

## Step 4

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The final step is to confirm that what you've presented in the asset map resonates with your frontline workers. This is both an opportunity to educate them on programs and initiatives that they didn't know exist and to gather critical feedback on what they see as missing.

### What to look for

Below are examples of the types of practices, policies and programs you should be considering when doing your asset mapping process.

- Human Resources (e.g., benefits, compensation, EFAP, flexible hours, modified work, 1:1 meetings, performance management)
- Committees (e.g., wellness teams, accessibility, Care and Comfort committee, Spiritual Care Practitioners, Occupational Health and Safety Committee)
- Training and development opportunities (e.g., Crucial Conversations, leadership development, coaching)
- Recognition (e.g., incentives and rewards, staff appreciation events)
- Communication (e.g., staff forums, comms for the CEO, podcasts on wellness)
- Workplace culture (e.g., staff socials, friendly staff, open door policy, holiday celebrations)
- Equity, Diversity, Inclusion, Belonging (EDIB) (e.g. policies, commitments, groups, events)



