



Best Practices for

SUCCESSFUL WELLNESS PROGRAM DEVELOPMENT

KEY MINDSETS AND BEST PRACTICES FOR
THE WELL WORKPLACE CHECKLIST™

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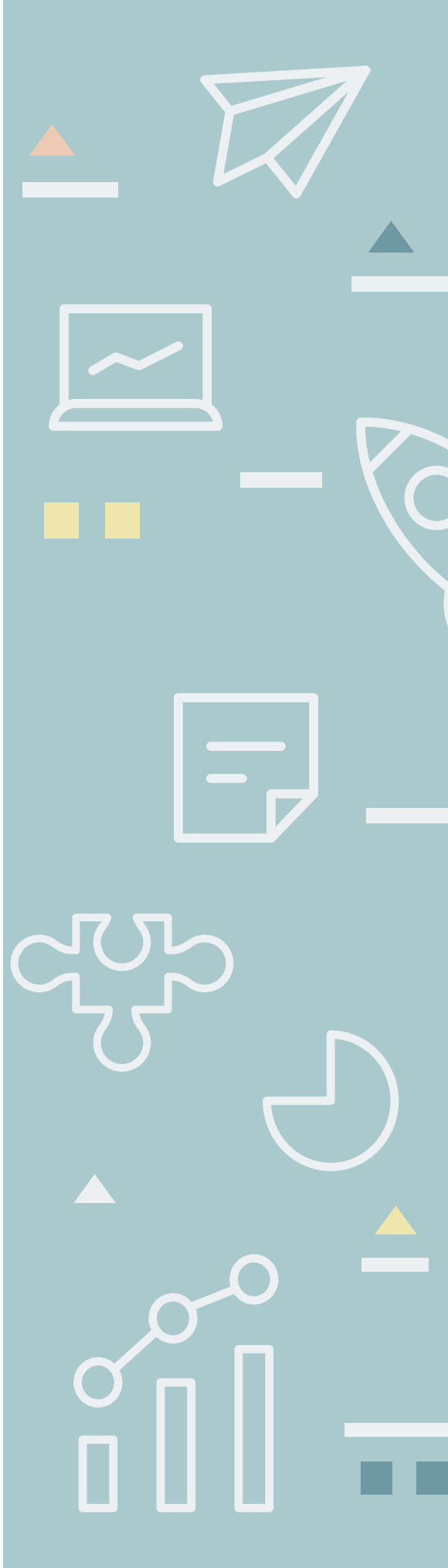


Introduction to Wellness Program Planning

As corporate wellness professionals, many of us view the planning phases of our programs as the most difficult part of our jobs. We are charged with answering questions like:

- » How do I plan a meaningful wellness initiative to achieve what I want to achieve?
- » What should my goals be?
- » How do I improve my existing wellness program?
- » What outcomes were we hoping for?
- » How do I know how to measure the extent to which we are achieving our goals?

To avoid the stress surrounding those questions, here are 4 questions you can ask as you begin to develop your strategy and a suggested timeline for asking them.

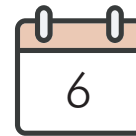




MONTHS BEFORE

What are we trying to achieve with our wellness program?

The best place to start when developing your strategy is to ask your leadership—your CEO, c-suite, departmental leaders and managers—what outcomes matter most to them. It seems straightforward, and you may think you already know the answer; however it is important to ask not just one set of business leaders in your organization, but a variety of them.



MONTHS BEFORE

What employee voices should be included in the planning process?

Not everyone in an organization experiences work in the same way. Different departments, job types, and levels within the organization have different experiences and interests. You don't have to be an expert on all of them, but you do want to make sure you have a way to include representatives from different areas of the organization on your wellness planning team.



MONTHS BEFORE

What lifestyle goals are employees already trying to achieve?

Apart from what the organization is trying to achieve, setting goals that are in alignment with your employees' individual goals for their health will ensure that you provide meaningful resources and programs that your employees will want to take part in. Try administering an employee needs and interests survey to answer some of these questions.



MONTHS BEFORE

How is the workplace environment working against you?

In what ways is your workplace environment out of alignment with the goals you want to achieve for your wellness program? Asking these questions directly of your employees via survey or focus group is a great way to determine what employees currently think and feel about the environment and culture in which they work.

The best way to ensure you know whether you were successful and, even more importantly, communicate that success to your leadership, is to decide how you will measure program impact before you roll it out.

Apart from scheduling and budgeting, make an evaluation plan part of your annual planning process. The most important thing is to know what success looks like and how you will measure it before you start your program year!



Your organization is unique.

Your wellness program should be too.

- 1. Virtual Dashboard:** Your checklist results will visually chart and scale your organization's alignment within each one of WELCOA's Seven Benchmarks™.
- 2. Personalized Plan:** We'll share your score at each benchmark and provide custom recommendations with exclusive resources to improve your efforts.
- 3. Share with Leadership:** The executive summary, will cover what your strengths and weaknesses are, and give actionable recommendations for improvements.





Next Steps

Get in the right mindset.

Use our quick guide to help you prepare and complete these worksheets with leadership and/or your wellness team to determine your wellness goals.



DOWNLOAD THE WORKSHEET:

<https://www.welcoa.org/resources/key-mindsets-mastering-checklist/>

Review the questions.

Download the checklist questions to prepare your team for the checklist online.

(This document is meant for planning purpose only and will not be scored.)



DOWNLOAD THE QUESTIONS:

<https://www.welcoa.org/resources/well-workplace-checklist-questions/>

Take the checklist!

Answering thoughtfully and honestly each time you take the checklist will ensure that you will reap the full benefit of new checklist reporting features.



TAKE THE CHECKLIST:

<https://checklist.welcoa.org/>

Through years of collaboration and research, we have come to learn that there are many variables that impact the wellness of individuals that are seldom considered in our approach to employee wellness.

The new Well Workplace Checklist™ is the first step in impacting the wellbeing of our employees.

“The checklist is very thorough about what a company should have for wellness in the workplace. I see some items that we need to address in the future.”

“There are questions on the checklist that I had never considered!”

“I am doing the checklist with our wellness team. They are very excited about using it and those who have love it!”



Why WELCOA

PURPOSE

WELCOA's purpose is driven by the people impacted by workplace wellness programs and measuring the real value of truly happy and healthy humans.

PEOPLE

We see wellness as the active pursuit of understanding and fulfilling individual human needs, not only in terms of traditional markers of health. More than 5,000 member organizations rely on us to help them create a culture focused on health and wellness.

PROCESS

Our Seven Benchmarks™ offer a concrete and credible framework, based on research and expertise, for assessing an organization's workplace wellness culture. The Well Workplace Process™, our proven method, represents more than 30 years of data and market knowledge in worksite wellness.

PERFORMANCE

Move hearts and the metrics will follow. We want to fire people up to live their best lives. Our purpose, driven by our people, through our process will help you create the conditions and environments to allow your people to be their best selves.



GET STARTED

welcoa.org/checklist

