

## Workplace Wellness Program Plan: {COMPANY NAME}

### Instructions:

1. Pick a kick off date for your overall program. Choose a point in time that is less busy for employees or that marks the beginning of your financial year, or the calendar year. Fill in the dates for each quarter starting from this date.
2. Use the results of your employee engagement - either through the employee interest survey, an online poll or focus groups - to determine what health topics employees are most interested in learning about and being supported at their workplace.
3. Take the top 4 choices that employees express interest in and fill in the "Topics" column, outlining that you will focus all health and wellness efforts on this topic for a 3-month period.
4. Under the "Education/information and resources" column, enter the education or information tools you will use for this health topic.
5. Fill in the "Activities" column, with suggestions either from employees, the wellness committee, previous activities or from the activity plans provided on the Healthy Workplace Website. Enter in 1-2 activities that you could hold at your workplace during the quarter. For some of the more involved activities you might want to consider an additional action plan to clarify specific rolls and responsibilities for a particular activity.
6. In the "Supportive environment" column, list one policy or change to your workplace that you will work on during that quarter. This could specifically relate to the health topic; however it does not need to align as it will likely take longer than the quarter to get it implemented.
7. Use the "Action items" to list out what needs to be done in order to communicate out to staff, distribute information, arrange events, or start to work on the supportive environment elements. Using these action items, delegate out to wellness committee members or other staff to assist with picking specific dates and planning.
8. Finally, use the "Notes" column to record any key thoughts or issues you think need to be kept in mind when sorting out details. Also, include anyone else within the company that will need to be consulted for anything happening in the quarter.
9. You're done! Revisit this plan each year. Decide what worked and what didn't work throughout the year using different forms of evaluations (i.e. surveys) or tracking indicators (i.e. participation levels).

Don't be discouraged by a range of participation, especially in the first year. It will take time for people to become aware that the program is in place, you will have to try out some different activities and will learn something from each one that can aid in better planning the next year.

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Timeline: {Date range}

Duration	Topic Area	Education/ Information resources	Activities	Supportive environment actions	Action Items	Notes
<b>EXAMPLE →</b>	Healthy Eating	Use Dietitians of Canada Nutrition month resources: <a href="http://www.dietitians.ca/Your-Health/Nutrition-Month/Campaign-Materials.aspx">http://www.dietitians.ca/Your-Health/Nutrition-Month/Campaign-Materials.aspx</a> and Healthy Workplaces Healthy eating handouts and posters.	Bring in a registered dietitian to talk about healthy eating for different people.  Provide healthy snacks in the lunchroom, including diffused water to show alternate options to sugary drinks:  Initiate a "healthy snack buddy" – buddy up staff to alternate weeks bringing healthy snacks for a buddy.	Develop a healthy eating policy for food served at the workplace. Use Eat Smart Meet Smart as a guideline: <a href="http://www2.gov.bc.ca/assets/gov/health/managing-your-health/healthy-eating/eat-smart-meet-smart.pdf">http://www2.gov.bc.ca/assets/gov/health/managing-your-health/healthy-eating/eat-smart-meet-smart.pdf</a>	<ol style="list-style-type: none"> <li>1. Identify new weekly posters for the education/information and schedule when they will be posted/taken down</li> <li>2. Source and confirm dietician or online webinar for staff over a lunch hour.</li> <li>3. Select 4 healthy snacks that will be brought in over 4 weeks to show case healthy options at work.</li> <li>4. Initiate healthy snack buddy activity</li> <li>5. Approach senior management about steps to bring in healthy eating policy</li> </ol>	<p>Delegate each of the actions to 1-2 people to distribute the work load.</p> <p>Explore creating a calendar for the quarter showing where all wellness related actions will happen.</p> <p>Update senior management about the overall plan and any wellness calendars to assure they are aware and supportive.</p>
Quarter 1: {Date range}						
Quarter 2: {Date range}						

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Quarter 3: {Date range}						
Quarter 4: {Date range}						