**Organisational Health & Wellness Plan**

1. **Research**

**What is the current health and well being of your organisation?**

**What health & wellness activities are you currently doing?**

**Are they effective, efficient and/or working for you?**

**What stressors currently impact your workforce?**

**How do you know that these are the stressors, and that they are all of the stressors your workforce is facing?**

**What strain do these stressors place on your organisation’s ability to achieve its strategic goals?**

**What research do you need to do for you to be confident that you understand the stressors your workforce is coping with?  
What help do they need and how do they want to receive that help from your organisation?**

**How long do you think undertaking this research will take?**

**How will you conduct this research?**

**What metrics will you use to analyse this research?**

1. **Plan**

**What is your organisation’s definition of ‘health & wellness’?**

**What is your organisation’s strategic aim in implementing a health & wellness plan?**

**Define your organisation’s values in relation to health and wellness:**

A principle is defined as: *‘Principles or standards of behaviour; one’s judgement of what is important in life’.*

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| --- | --- | --- | --- |
|  | **Value** | **Description** | **Hierarchy (1 – 5)** |
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**What is the overarching strategic outcome that you hope to attain through implementing a health & wellness plan?**

**If you were to put this overarching outcome into one sentence what would it be?**

**List five (5) key outcomes (or goals) you want to achieve by putting a health & wellness plan in place, and up to five (5) points for why each outcome is important:**

|  |  |  |
| --- | --- | --- |
| **Outcome #1:** | **Outcome #2:** | **Outcome #3:** |
|  |  |  |

|  |  |
| --- | --- |
| **Outcome #4:** | **Outcome #5:** |
|  |  |

**What capabilities do you already have within your workforce that will help you in achieving these outcomes?**

**What capabilities will you need to grow, develop or in-source to help you achieve these outcomes?**

1. **Engage**

**How, when and by whom will your program be introduced and implemented?**

**Who will be your health & wellness ‘Champions’?**

**How will the individuals at the top of the organisation role-model the importance of health & wellness?**

**Will you have a health & wellness committee?**

**If yes – how many committee places will you have, and how will you fill them?**

**What charter will you give the committee, and how will they report back to the organisation and be monitored?**

**How will you encourage ongoing feedback from all levels of your organisation?**

**How will you communicate your program to your workforce?**

**How often will you communicate your program to your workforce?**

**Will you make health & wellness a measurable part of the key outcomes within the roles of your leadership team?**

**Who will ultimately be responsible for the successful implementation and engagement of your health & wellness plan?**

1. **Implement**

**Using the tables below, list five (5) main aims that you want your engagement strategy to achieve, and then list five (5) action steps required to achieve each aim next to the ticks (✓) listed below each aim:**

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| --- | --- | --- |
| **Engagement Aim #1:** | **Engagement Aim #2:** | **Engagement Aim #3:** |
|  |  |  |

|  |  |
| --- | --- |
| **Engagement Aim #4:** | **Engagement Aim #5:** |
|  |  |

**If you were to be successful in achieving all your engagement strategy aims, what would that success look like:**

|  |  |
| --- | --- |
| **Success means:** | **Description:** |
|  |  |

**What human resources budget will you allocate to the creation, implementation and review of your health & wellness plan ?**

**What financial budget will you allocate to the creation, implementation and review of your health & wellness plan?**

1. **Review**

**How will you determine the success or failure of the stated outcomes of your health & wellness program?**

**How will you measure the outcomes of your health & wellness program?**

**How often will you measure the outcomes of your health & wellness program?**

**How will you report these measures to the organisation’s board?**

**How will you use the measurements to continuously shape and mould the contents of your health & wellness program?**

**What happens if your health & wellness program doesn’t work?**