

WORKPLACE WELLNESS

Provided by Full Spectrum Benefits, Inc.



Wellness Program Work Plan

Use this wellness program work plan to outline activities, timelines and responsible parties for rolling out an employee wellness program. This document may require some customization, as the communication tools and activities included are only examples.

| Event | Responsible Party | Start Date | Review Date | Completion Date | Program Cost |
|-----------------------------------|-------------------|------------|-------------|-----------------|--------------|
| Gain senior management support. | | | | | |
| Create a wellness team. | | | | | |
| Collect data. | | | | | |
| a. Conduct an employee survey. | | | | | |
| b. Offer health risk assessments. | | | | | |
| c. Offer biometric screenings. | | | | | |
| d. Conduct claims analysis. | | | | | |

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| Draft an operating plan. | | | | | |
| a. Create a mission or vision statement. | | | | | |
| b. Set program goals. | | | | | |
| c. Choose health initiatives to achieve goals. | | | | | |
| d. Develop a realistic timeline and evaluate the program. | | | | | |
| e. Budget (salaries, program materials, cost of incentives, etc.). | | | | | |
| Create a communication plan. | | | | | |
| a. Hold an introductory meeting. | | | | | |
| b. Write newsletter articles. | | | | | |
| c. Develop PowerPoint presentations. | | | | | |
| d. Write monthly wellness notices. | | | | | |
| e. Create short intranet posts. | | | | | |
| f. Write email messages. | | | | | |
| g. Communicate survey results. | | | | | |

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| Create an implementation plan. | | | | | |
| a. Host monthly "Grab and go" meetings. | | | | | |
| b. Hold quarterly "Lunch and learns." | | | | | |
| c. Plan activities centered around the National Health Observances Calendar. | | | | | |
| d. Offer blood pressure screenings. | | | | | |
| e. Plan activities related to the time of year. | | | | | |
| f. Create a summer walking club. | | | | | |
| Create a supportive environment. | | | | | |
| Evaluate outcomes. | | | | | |