



Workplace Wellness Program Implementation Timeline

STEP 1

Capture Senior Level Support

- Workplace Wellness: An Employer's Guide to Promoting Wellness at the Workplace
 - Workplace Wellness: Gain Senior Management Support for Wellness Programs
 - Workplace Wellness: Why Promote Wellness?
 - Worksite Wellness – Small Steps to Healthier Employees Presentation
 - Workplace Wellness: Potential Legal Issues Associated with Workplace Wellness Plans
- Senior leadership should communicate company's commitment to employee health:
- Workplace Wellness: Introduction to Wellness Program E-mail

STEP 2

Create a Wellness Team

- Workplace Wellness: Creating a Successful Wellness Team
- Workplace Wellness: Breathing Energy into a Wellness Team



Workplace Wellness: Creating a Successful Wellness Team
Wellness Issues Important to you - brought to you by the insurance specialists at [B_OfficeName].



Worksite Wellness
Small Steps to Healthier Employees

STEP 3

Collect Data to Drive Your Health Efforts

- Workplace Wellness: Employee Needs and Interest Survey
- Workplace Wellness: Health Risk Appraisals
- Workplace Wellness: Wellness Environment Assessment
- Workplace Wellness: Assessment Checklist
- Workplace Wellness: Sourcing Data to Enhance Your Wellness Program
- Workplace Wellness: GINA and its Impact on Wellness Programs

STEP 4

Craft an Operating Plan

- Workplace Wellness: Focusing Your Efforts
- Workplace Wellness: Using Incentives in Wellness Programs
- Workplace Wellness: Action Plan
- Wellness Program Work Plan



Worksite Wellness
Wellness Issues Important to you - brought to you by the insurance specialists at [B_OfficeName].



Workplace Wellness: Focusing Your Efforts
Wellness Issues Important to you - brought to you by the insurance specialists at [B_OfficeName].

Workplace Wellness: Introduction to Wellness Program E-mail

Dear [Employee Name],

At [Company Name], we are committed to the health and well-being of our employees. As part of our commitment to you, we have created a Workplace Wellness Program. This program is designed to help you improve your health and reduce your risk of chronic disease. The program includes a variety of resources, including health risk appraisals, wellness assessments, and a variety of wellness activities. We encourage you to take advantage of these resources and to participate in the program. Your participation is important to us, and we hope you will find the program helpful and enjoyable.

Workplace Wellness: Using Incentives in Wellness Programs

Dear [Employee Name],

We are excited to announce that we have implemented a new incentive program for our Workplace Wellness Program. This program is designed to encourage you to participate in the program and to achieve your wellness goals. The program includes a variety of incentives, including health risk appraisals, wellness assessments, and a variety of wellness activities. We encourage you to take advantage of these incentives and to participate in the program. Your participation is important to us, and we hope you will find the program helpful and enjoyable.

Workplace Wellness: Action Plan

Dear [Employee Name],

We are excited to announce that we have implemented a new action plan for our Workplace Wellness Program. This plan is designed to help you achieve your wellness goals and to reduce your risk of chronic disease. The plan includes a variety of resources, including health risk appraisals, wellness assessments, and a variety of wellness activities. We encourage you to take advantage of these resources and to participate in the program. Your participation is important to us, and we hope you will find the program helpful and enjoyable.

Wellness Program Work Plan

Dear [Employee Name],

We are excited to announce that we have implemented a new work plan for our Workplace Wellness Program. This plan is designed to help you achieve your wellness goals and to reduce your risk of chronic disease. The plan includes a variety of resources, including health risk appraisals, wellness assessments, and a variety of wellness activities. We encourage you to take advantage of these resources and to participate in the program. Your participation is important to us, and we hope you will find the program helpful and enjoyable.



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STEP 5

Choose Appropriate Interventions

- Health Newsletter: Monthly *Live Well, Work Well* Newsletter
- Target specific physical conditions with LWWW flyers
- Workplace Wellness: Low-Cost Resources for Small Businesses*
- Workplace Wellness: Low-Cost Activities That Work*
- Workplace Wellness: Low-Cost Activities to Promote Weight Loss*
- Posters: e.g. *Hand Hygiene Poster, An Apple A Day... Poster*
- Programs: e.g. *Designing the Healthy Vending Machine, Designing a Stay Well Stairwell Program*

STEP 6

Create a Supportive Environment

- Workplace Wellness: Tobacco-Free Workplace Policy*
- Workplace Wellness: Maintaining Motivation and Interest*
- Workplace Wellness: Keeping Your Healthy Employees Healthy*
- Supportive Practices and Supportive Benefits
- Live Well, Work Well* monthly newsletter

STEP 7

Carefully Evaluate Outcomes

- Workplace Wellness: Evaluation*
- Workplace Wellness: Sample Evaluation Tool & Measures*
- Workplace Wellness: Calculating Your ROI*

