



Workplace Wellness: Action Plan

Wellness issues important to you – brought to you by the insurance specialists at Denman Consulting Services, Inc..

Once you've decided on your priorities for your workplace wellness plan, the next step is developing a specific action plan to implement the program you've selected. The action plan would include:

- The overall goals and objectives of your wellness program
- Specific recommendations on strategies to implement. These need to be clearly stated and measurable or your evaluation won't be meaningful
- The chosen activities
- The staff, resources and materials needed to make it happen
- The time frame for completion
- The evaluation plan to measure results

The action plan can also be used as part of a presentation to give to management to sell them on your wellness program and create interest for the specific strategies and activities you plan to implement for the program. Use the following sample action plan to guide you.

Sample Action Plan

Recommendations	Describe the strategies selected from the Recommendation Table			
Activities	List the activities required to meet the recommendation.			
Materials, Resources and Personnel	List the individuals who will do the work, the resources and tools they need to get the job done.			
Time Frame	When will implementation begin? How long will it take to complete?			
Evaluation	How will you measure your successes and/or areas for improvement?			
Recommendations: Strategies to Implement	Activities	Materials, Resources and Personnel	Time Frame	Evaluation Method
1. Provide an incentive-based program to encourage activity such as pedometer walking campaigns.	Walking "Challenge"	Walking teams, Team Captains Pedometers, Recording sheets	3 months May- July	Pre/Post survey of activity levels
2. Offer appealing, low-cost, healthful worksite food options, such as fruits and vegetables, juices and low-fat dairy products in vending machines, snack bars and break rooms.	Inventory current options Increase healthy vending options	Mary Smith	4 months Jan. - April	Count of healthy food options before and after the initiative
3. Support physical activity during duty time (flex-time)?	Draft and implement company policy on use of break and lunch time for activity	Wellness workgroup, staff input and management sign-off	1 month January	Policy in place. Could also be a question as part of an annual survey

This article is not intended to be exhaustive nor should any discussion or opinions be construed as legal advice. Readers should contact legal counsel for legal advice.

© 2008-2011 Zywave, Inc. All rights reserved.