|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Priority 1 | Priority 2 | Priority 3 | Priority 4 |
| Opinions & preferences of workplace parties(have we involved management and employees from all levels of the organisation?) |  |  |  |  |
| Urgency of the interventions(see Maslow’s hierarchy of needs diagram) |  |  |  |  |
| Are there any ‘quick wins’ regarding this priority to motivate & encourage continued progress? |  |  |  |  |
| What if we ignore this problem?(costs, morale, influence on other priorities etc.) |  |  |  |  |
| How does this effect the physical work environment? |  |  |  |  |
| How does this effect employee personal health resources? |  |  |  |  |
| How does this effect the organisation’s community involvement? |  |  |  |  |
| How does this effect the psychosocial work environment? |  |  |  |  |



*Source Credit: RJE Business Interiors (https://www.rjebusinessinteriors.com/2018/07/19/wellness-vs-well-being-in-the-workplace/)*

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| --- | --- |
| What is the organisation’s broader/long-term employee wellbeing plan? |  |
| Now, focus on what can be done within this year and draw up a more detailed action plan for each chosen priority … |
|  | **Inputs** | **Activities** | **Outputs** | **Outcomes** |
| *What are we investing?** Budget, staff, time, facilities, other resources & flexibility/ accommodations?
* Are there any grants available?
* Who is leading this priority?
* What will be completed in-house vs external consulting?
 | *What are we doing?** Look closely to identify any associated risks; how will these be managed?
* How will you market this to employees & encourage engagement?
 | *What are we producing?** Are these activities feeding into the overall organisation goal?
 | *Shorter-term** How are you measuring these outcomes?
* How will you disseminate the findings & improve the programme?
 | *Longer-term** Are you tracking employee health trends?
* Are you tracking organisational measures such as productivity, job satisfaction, staff turnover, absence, injuries etc.?
 |
| Priority 1**(Are there any other departments/ workplace systems that connect to this priority?)** |  |  |  |  |  |

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| **Staying on Track Checklist** |
| Participation & Communication | Have we involved employees at every stage of the initiative? |  |
| Have we communicated clearly & consistently with employees & management about progress & outcomes of the initiative? |  |
| Do we need to consider the use of incentives & rewards to enhance engagement? |  |
| Sustainability | Is this initiative part of an overall workplace wellness policy? |  |
| Is the initiative aligned with the characteristics of our workplace including our core values & part of the company’s strategic plan? |  |
| Have we assigned a Healthy Workplace Team to champion workplace wellbeing efforts that includes a member from upper management? |  |
| Increasing Chances of Success | Are we assessing health outcomes at both the individual & organisational level to track improvements? |  |
| Are we remaining flexible, assessing the process of the initiative & making adjustments to improve it? |  |
| A great way to ensure employee participation AND increase sustainability AND increase success is to assemble a Healthy Workplace Team. However, it is important that flexible accommodations are made for the members so that the duties of the team are not adding to their workload in a negative capacity. |