**Step 4 - Implement Checklist**

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| Are employees engaging in your initiative?(Check attendance rates & other objective analytics) |  |
| If not, 1. Review your needs assessments and baseline data… is your initiative closely aligned with the needs identified by both employees and the organisation? If employees aren’t involved in the whole process or if the initiatives aren’t relevant to their lifestyles or health concerns they may not engage2. Are you enabling employees to avail of the initiative by allowing flexibility & by creating a workplace culture that encourages engagement (clearly aligning wellness with company culture/strategy via job security, managers leading by example etc.)3. Consider the use of social marketing, rewards, incentives, or friendly team-building competitions |
| Have you provided consistent communication about the outcomes, values & direction of the wellness programmes? |  |
| If not,Consider developing a formal communication strategy (newsletters, weekly/monthly team meetings etc. to share information about the progress of the initiative, where it’s headed & to remind employees of how wellness is important to the workplace core values & culture) |
| Are non-confidential aspects of the wellness initiative accessible so that resource allocation & programme success is visible to employees & managers alike? |  |
| If not,Consider developing a formal transparency strategy (newsletters, weekly/monthly team meetings etc. so that employees can see the emphasis placed on their wellness & how the needs they’ve voiced are actively being addressed) |