

Mobilize

Assess

Plan

Do

Evaluate

PLAN

A healthy workplace plan details how the Workplace Wellness Committee will address the priorities identified in the needs assessment. Thoughtful planning at this stage will help to avoid surprises and roadblocks later.



Key Steps

Develop a strategic plan that outlines goals, objectives, activities, roles and responsibilities, timelines, budget, etc. The plan should:

- Combine organizational and individual approaches to address the unique needs and priorities identified during at the assessment stage.
- Integrate physical health, psychological health, personal health resources and community involvement.
- Build a corporate culture of health.
- Include input from leadership.
- Engage employees at all levels of the organization and from all work groups.
- Provide staff with incentives for participating.
- Include approaches for how to promote the program to all staff.
- Use evidence-based strategies and include activities that are technology-based.
- Consider what data to collect to monitor progress and evaluate the program later on.
- Involve external professionals, as appropriate.
- Recognize any training needs required for the program to be successful.



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