



JOIN THE WORKPLACE *wellness* MOVEMENT

A Roadmap for Your Journey

Celebrate Successes



Roadmap

CHANGE AHEAD

- Determine the necessary steps to help the people and the organization transition from the current to new state
- Initiate a change-management process that engages all stakeholders and supports embedding wellness into the organization

OBTAIN COMMITMENT

- Obtain organizational commitment for investment in wellness including senior leaders, team leaders, employees and other stakeholders
- Align the wellness framework to the organizations vision, mission and values
- Complete the business case for a Return on Investment (ROI) for wellness

ESTABLISH COMMITTEE STRUCTURE

- Identify a champion
- Determine new and existing organizational structure(s) that support wellness
- Secure team(s) dedicated to wellness and guiding the organization through the change, then establish the mandate and Terms of Reference of each

ASSESS NEEDS

- Complete a gap analysis to determine current versus future wellness needs
- Determine organizational readiness for the change toward a wellness culture
- Determine strategic goals and objectives

ESTABLISH BASELINE DATA

- Determine each goal's measure(s) of success
- Gather current environment results for each measure of success

DEVELOP PLAN

- Develop detailed plans that support the established goals and provide opportunities for learning and development
- Determine resources required to support each wellness activity
- Determine strategies to facilitate the people and organizational change required to anchor the new state
- Develop a communications plan designed to build capacity and increase engagement through early, frequent and varied methods of communication
- Develop evaluation tools based on established measures of success

SECURE PLAN APPROVAL

- Present plan to senior leaders
- Revise as necessary
- Communicate plan approval to all stakeholders

IMPLEMENT PLAN

- Secure the resources identified in the plan
- Implement, monitor and adjust strategies for organizational change and stakeholder engagement
- Provide support to management to encourage ongoing commitment
- Build capacity and support participation
- Monitor progress and make changes to activities and communication plan as required
- Provide learning and development opportunities
- Celebrate and share progress and successes regularly
- Measure and share outcomes

EVALUATE

- Initiate evaluation methodologies determined in plan
- Compare baseline data with post-activity results
- Evaluate overall success of the organizational wellness structure and wellness plan
- Measure the success of the people and organizational strategies toward sustaining the new state
- Determine recommendations for improvement and report the findings to senior leaders
- Revise the plan and establish new objectives as necessary