

Submitted as a draft for feedback Submitted for approval

Date:

**WorkWellKS**

# Building the Foundation Plan Development Tool

**Community:****Worksite Name:****Total number of employees at your worksite:****Timeframe** [for Foundation plan completion; beginning date to end date] \_\_\_\_\_ to \_\_\_\_\_

*This is not the beginning/end date for your entire worksite wellness initiative – just the foundation. You may want to use the date you participated in the Foundation workshop as your start date. You will need to have built your foundation (end date) before your worksite attends the next topic (e.g., tobacco) workshop.*

## 1. Wellness Committee

- a. What is your wellness committee's vision? *See Vision & Goal worksheet from the Foundation Toolkit. Long-term (30-50 years), what would it look like if we got it right? (e.g., Healthy, productive employees)*
- b. What is your "Building the Foundation" goal? *See Vision & Goal worksheet from the Foundation Toolkit. Short-term (1 year) and is limited to building the infrastructure for your worksite wellness foundation, not a health topic.*
- c. What is the composition of the wellness committee? **Attach** the Composition worksheet from Foundation Toolkit.
  - i. How were committee members identified [volunteer, assigned]? *Eventually all need to be assigned. If you already had volunteer committee members, explain your plan for how and when members will be assigned.*
  - ii. Is the committee representative of your worksite (e.g., different departments, shifts, locations, levels of management, levels of interest in worksite wellness, gender)? *(Yes or No; if not explain how it will be representative by your completion date)*
- d. For how long are committee members committed to serving on the committee (e.g. two year terms)? *(Explain how current committee members who participated in the Foundation training will stagger their terms (e.g. 2 years for some, 3 years for others, 4 for some) to ensure institutional memory.*
- e. How frequently does your committee meet?
- f. What training or support has been provided to the committee? *(e.g., 5 team members participated in a Foundation workshop, and 2 additional members went to a Foundation workshop in another community; WorkWell KS webinars; technical assistance with WorkWell KS)*

**2. Exercising Leadership**

- a. What factions are being engaged? What stakeholders need to be engaged for your 1b goal to be achieved? How are upper and middle management being engaged? (**Attach** the *Engaging Factions worksheet* from *Foundation Toolkit*)
- b. Are wellness committee members' responsibilities included in job descriptions? (If not, please describe how these committee members will be held accountable.)
- c. Do you have a budget for worksite wellness? (Yes or No)

**3. Communication**

- a. What is your message to your employees? (For example, "Our worksite wellness committee is under construction" or "We are working to lower your healthcare premium." This is big-picture and not about a specific health topic yet.)
- b. What four channels (e.g., intranet, e-mail, department meetings) were used to share the message, and who (position) delivered each the message (e.g., president, vice president, HR director)?

Channel	Who
1)	
2)	
3)	
4)	

**5. Incentives**

- a. What financial (even if you are not in the position to include financial at this time) **and** non-financial (do not cost anything) incentives are of interest to employees ? Refer to the *Incentives Survey on WorkWellKS.com* under "Resources" for ideas.

Financial (e.g. PTO, co-pay reduction):

Non-Financial (e.g. jean days, recognition):

**6. Data**

- a. What data did you collect? What was the response rate? What did you learn? (For example, "We administered an Overall Needs and Interests assessment and achieved a 76% response rate. We identified two strong needs (physical activity and tobacco) and a strong interest in physical activity. Additionally, multiple worksites within our community are electing to address physical activity. We also completed an incentive survey and discovered employees are interested in jean days and free yearly influenza vaccinations"

# WELLNESS COMMITTEE Composition

These can change based on the number and experience of staff, as well as your worksite's needs.

ROLES	WHO	DEPARTMENT	OTHER (shift, location)	VOLUNTEERED OR ASSIGNED
<b>Convener</b> (schedule meetings)				
<b>Facilitator</b> (guide meetings/manage agenda)				
<b>Secretary</b> (take and distribute meeting notes and review notes from the previous meeting)				
<b>Communications/Promotion</b> (oversee wellness communications and promotions)				
<b>Liaison to the Executive</b> (communicate wellness committee activities/progress to the C-suite/ upper management)				
<b>Meaningful Employee Engager</b> (strategically identify who needs to be engaged and how; be "the neck")				
<b>Event Planner</b> (oversee program implementation and progress)				
<b>Benefits Liaison</b> (liaison to insurance carrier and/or HR)				
<b>Data Liaison</b> (receiving data reports, collecting and communicating findings)				
<b>Facilities</b> (oversee signage placement/ environmental changes)				

# EXERCISE LEADERSHIP



## Engaging Factions

### WORKSITE GOAL

(Our worksite) will develop an infrastructure that supports worksite wellness.

<b>FACTION</b> (make sure both upper & middle management are included)	<b>WHAT</b> (is important to them relative to your goal?)	<b>DEGREE</b> (to which you need them to achieve your goal? scale of 1-10 )	<b>HOW</b> (will they be engaged?)	<b>WHO</b> (will engage them?)

# EXERCISE LEADERSHIP



## Engaging Factions Cont.

<b>FACTION</b> (make sure both upper & middle management are included)	<b>WHAT</b> (is important to them relative to your goal?)	<b>DEGREE</b> (to which you need them to achieve your goal? scale of 1-10 )	<b>HOW</b> (will they be engaged?)	<b>WHO</b> (will engage them?)