



WHERE ARE YOU NOW?

What about this work motivates you?



**Describe your current mental health,
stress, and/or well-being environment**



WHERE DO YOU WANT TO GO?

What would improve well-being at your worksite?

Would that kind of change be risky for you to propose? Why?

What "risky" or difficult decisions might you need to make to create real change?

EXERCISE LEADERSHIP



Engaging Factions

WORKSITE GOAL

As a result of working at (our worksite), employees will thrive and engage in satisfying work.

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

EXERCISE LEADERSHIP



Engaging Factions

WORKSITE GOAL

As a result of working at (our worksite), employees will thrive and engage in satisfying work.

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



ASSESSMENT RESULTS

{ IN LIGHT OF YOUR RESULTS & THE WWKS FRAMEWORK }

How comprehensive are your efforts?

NOT
at all

1

2

3

4

5

VERY
much so



What strategies do you tend to rely on?

What strategies might you need to experiment with?



VISION

(Our worksite/wellness committee) will create a culture of health.

WORKSITE GOAL

As a result of being at [our worksite], employees will thrive and engage in satisfying work.



**"IF YOU DON'T KNOW WHERE YOU
ARE GOING
YOU WILL PROBABLY END UP
SOMEWHERE ELSE"**
-ZIG ZIGLAR

PLAN DEVELOPMENT Data Collection



Purpose

(What do you want to know? What do you plan to do with the data?)

WHAT	WHEN	FOLLOW UP	WHO	HOW
(Ex.) WorkWell KS worksite Well-Being Assessment		Annually		WWKS will e-mail worksite contact
(Ex.) Individual Well-Being Assessment		Annually		WWKS will e-mail worksite contact



Communication Campaign / What is your message?

Stress Example: Stress less, we'll help.

Overall Well-Being Example: Choose the life you want.

Mental Health Example: To be healthy as a whole, mental health plays a role.

CHANNEL	WHO

 **Tailored to your employees**
(Are you speaking their language?)

 **What's in it for them?**

 **Concise**

 **Consistent**
(Does the message support our goals?)



CHECK YOURSELF



Purpose (What do you want to encourage? Does this align with your overall goal?)

Program Best Practices

RELAXATION

- Relaxation training
- Meditation
- Mindfulness
- Yoga, tai chi
- Onsite physical activity classes
- Arts activity
- Onsite massage
- Group motivational interviewing (to encourage daily physical act and relaxation)
- Provide a healthy snack/relaxation break

PROFESIONALISM SKILL DEVELOPMENT

- Problem-solving training
- Time-management training
- Resilience training
- Conflict resolution training
- Personal financial health or planning
- Job skills training

EMOTIONAL INTELLIGENCE

- Biofeedback
- Cognitive behavioral skills (re-evaluating thoughts, emotions, behaviors)
- Interpersonal skills training
- Positive psychology; how we appraise situations; correct irrational thinking
- Assertiveness training
- Training to prevent stress and/or depression or anxiety (e.g., positive self-talk, doing enjoyable activities, relaxation practices, viewing change and adaptation as positive)
- Stress management - Targeting Managers (e.g. assertiveness, time management, conflict resolution, communication)
- Stress management - Participatory Action Oriented (e.g. employees help identify problems caused by the work environment and interventions to help improve it.)

WHICH PROGRAM	DURATION



Purpose (What do you want to encourage? Does this align with your overall goal?)

- Insurance premium reduction
- Co-payment reduction
- Paid time off
- Employee Assistance Program
- Contribute funds to FSA
- Massages
- Mental health screening
- Access to mental health provider/ treatment
- Access cognitive behavioral therapy for overall mental health and to improve stress-related symptoms
- Separate sick leave from vacation leave
- Mental health leave
- Childcare on site
- Infants up to 6 months brought to work
- Meaningful, and at least annual, employee recognitions
- Internal promotions
- Financial rewards (bonuses, raises)

BEHAVIOR	STRATEGY
<i>(Ex.) Employee participation in a personal finance class.</i>	<i>\$30 into FSA for each month of participation.</i>



Purpose (What do you want to encourage? Does this align with your goal?)

Policy Best Practices

- Employees can take two 10-15 minute rest/booster breaks each day
- Adequate staffing (managing staff levels/workload)
- Time/accommodations for mental health/stress management
- Preventing /addressing sexual harassment
- Preventing /addressing bullying
- Flexible scheduling
 - Self-scheduling
 - Flex-time
 - Stable shifts
 - Teleworking
 - Gradual retirement
 - Voluntary overtime
 - Ban mandatory overtime
 - Job sharing

(Ex.) Our worksite will offer regular 10-15 minute “booster” breaks throughout the day.

EFFECTIVE DATE	AVAILABLE WHERE?	ENFORCED HOW?	CONSEQUENCES
July 1st	HR department, online, employee handbook	<i>Musical prompt over intercom to remind everyone to step away from their work and take a break to refresh.</i>	<i>Managers who do not support the policy for their employees will be written up in accordance with our disciplinary process (e.g., first offense is a verbal warning)</i>

EFFECTIVE DATE	AVAILABLE WHERE?	ENFORCED HOW?	CONSEQUENCES



Purpose (What do you want to encourage? Does this align with your goal?)

Environmental Change Best Practices

PHYSICAL ENVIRONMENT

- "Zen," comfort, relaxation room
- Fresh air
- Nature outside
- Garden (can step away from work environment)
- Give employees access to:
 - Sunlight, natural light
 - Windows
 - Nature inside (e.g. plants)
- Offer personal, private spaces
- Seating arrangements to facilitate communication and collaboration among employees
- Adequate ventilation
- Non-florescent, adequate lighting
- Tobacco and smoke-free
- Moderate temperatures
- Adequate office cleaning

SOCIAL ENVIRONMENT

- Uninterrupted meal breaks for employees
- Worksite offers at least annual social events
- Worksite offers sports team for employees
- Employees have meaningful and/or stimulating work
- Reduce employees' repetitive work
- Employees know what is expected of them in their roles
- Offer employee career development opportunities
- Employees benefit from participating in and having some control in decision-making that affects their jobs
- Match the demands of the work (e.g., work load, pace) to employees' abilities
- Two-way organizational communication is valued
- Co-workers respect and support one another
- Worksite fosters social support among colleagues
- Supervisors support their employees
- Managers are willing to redesign work to improve fit or decrease stress
- Worksite supportive of work flexibility for non-work demands
- Employees feel supported by their worksite
- Employees are committed to the worksite
- Employees are encouraged to volunteer in the community

ENVIRONMENT



Making Changes

WHAT	WHO	BY WHEN
<i>Offer softball league for employees</i>	<i>HR</i>	<i>January 1 Announce and incorporate into employee orientation</i>
<i>Establish a garden for worksite</i>	<i>Facilities</i>	<i>By June 1</i>



Evaluation (Are there ways to track or evaluate these changes?)