

A strong foundation for worksite wellness is imperative for your efforts to have the greatest impact and sustainability. Use this guide to help you determine agendas for your wellness committee meetings. Feel free to make changes, based on your current activities and worksite needs.

BEFORE GETTING STARTED

Review this list and gather any resources needed to assist you with your efforts prior to meeting as a committee.

- Pause any wellness activities currently in process until the foundation is built.
- Assign a secretary who will take notes during each meeting. Be sure the secretary captures action items with names of those responsible for completion, with deadlines. The secretary will need to send the notes to the entire team after each meeting.
- Make a copy of your Foundation Assessment results from the WorkWell KS Building the Foundation Workshop for everyone on the wellness committee. If you do not have these results, request them from the WorkWell KS team. Email: workwellks@kumc.edu
- Be sure you can access the WorkWell KS **Foundation Plan Development Tool** online and/or print copies for committee members.

Visit www.workwellks.com - Resources - Building the Foundation

This doesn't have a URL, because it isn't on the site yet.

- Have your WorkWell KS **Building the Foundation Toolkits** (URL) available at each meeting. Review your notes from the workshop to assist you with your efforts.

Visit www.workwellks.com - Resources - Building the Foundation

<http://workwellks.com/content/upload/files/Foundation%20Toolkit%202017-2.pdf>

- Other resources to assist you with your plan development:

Individual Level Assessments:

Visit www.workwellks.com - Resources - Building the Foundation

<http://workwellks.com/content/upload/files/Assessment%20Descriptions%20Updated%202017pdf.pdf>

MEETING 1

<p>Review/complete the Building the Foundation Worksheets (From the WorkWell KS Toolkit)</p>	<ul style="list-style-type: none">• Tasks<ul style="list-style-type: none">⇒ Finalize/approve a vision statement⇒ Finalize/approve the worksite goal• Wellness committee composition<ul style="list-style-type: none">⇒ Assign remaining committee roles
<p>Review Foundation Assessment Results (From the WorkWell KS Building the Foundation Workshop)</p>	<ul style="list-style-type: none">• Identify your strengths the committee can build upon• Identify areas that will require attention
<p>Review the WWKS Foundation Plan Template (Link)</p>	<ul style="list-style-type: none">• Have committee members familiarize themselves with this tool• Use this to guide your future efforts to create action steps
<p>Create a Meeting Calendar</p>	<ul style="list-style-type: none">• Plan to meet monthly until a comprehensive Foundation is established
<p>Assign Action Steps</p>	<ul style="list-style-type: none">• What still needs to be completed• Who is responsible for the work

MEETING 2

Track Meetings	<ul style="list-style-type: none">• Have the secretary provide previous meeting notes for the committee to approve
Updates	<ul style="list-style-type: none">• Committee members provide updates on the action items for which they were responsible
Review/complete Building the Foundation Worksheets (From the WorkWell KS Toolkit)	<ul style="list-style-type: none">• Exercise Leadership• Communication
Develop a Timeline	<ul style="list-style-type: none">• Use the WWKS Foundation Plan Template (insert link) and your worksite's assessment results from your first meeting to develop a timeline for creating a comprehensive worksite wellness foundation
Assign Action Steps	<ul style="list-style-type: none">• What still needs to be completed• Who is responsible for the work

MEETING 3

Track Meetings	<ul style="list-style-type: none">• Have the secretary provide previous meeting notes for the committee to approve
Updates	<ul style="list-style-type: none">• Committee members provide updates on the action items for which they were responsible
Review/complete the Building the Foundation Worksheets (From the WorkWell KS Toolkit)	<ul style="list-style-type: none">• Communication<ul style="list-style-type: none">⇒ What main message needs to be communicated to employees as you are establishing the foundation?• Incentives
Review Your Timeline	<ul style="list-style-type: none">• Are you meeting deadlines• What deadlines are approaching• Do you need to revise the timeline
Assign Action Steps	<ul style="list-style-type: none">• What still needs to be completed• Who is responsible for the work

MEETING 4

Track Meetings	<ul style="list-style-type: none">• Have the secretary provide previous meeting notes for the committee to approve
Updates	<ul style="list-style-type: none">• Committee members provide updates on the action items for which they were responsible
Review Your Timeline & Plan Outline	<ul style="list-style-type: none">• If you are able to complete the Foundation plan template, your worksite is ready to address a health priority
Review/complete the Building the Foundation Worksheets (From the WorkWell KS Toolkit)	<ul style="list-style-type: none">• Data Collection<ul style="list-style-type: none">⇒ Review the list of WWKS assessments (URS) for consideration at the worksite (Individual Level Assessments). If you are unsure of which health priority to address first, WWKS strongly recommends that you administer the Overall Needs and Interests assessment to all employees. This will help you identify ONE health priority to focus on moving forward.
Assign Action Steps	<ul style="list-style-type: none">• Identify committee member roles regarding data collection (e.g., communications: develops message for employee participation in assessments, data liaison: contacts WWKS for survey links)• Have Foundation Plan approved by executives

MEETING 5

Track Meetings	<ul style="list-style-type: none">• Have the secretary provide previous meeting notes for the committee to approve
Updates	<ul style="list-style-type: none">• Committee members provide updates on the action items for which they were responsible
Review Your Data	<ul style="list-style-type: none">• Based on your data, identify which health priority to address first
Register Your Committee	<ul style="list-style-type: none">• Visit workwellks.com/events for the latest workshop calendar to find the health priority workshop near you• Register your committee/team
Assign Action Steps	<ul style="list-style-type: none">• While you are waiting to participate in a workshop, your committee might consider taking on the “Other Items” listed at the back of the WorkWell KS toolkit.<ul style="list-style-type: none">⇒ Influenza Vaccinations⇒ Breastfeeding Support

Additional Ideas/Action Items for Your Wellness Committee

- ⇒ Watch the WorkWell KS webinars. Check out the associated discussion guides.
- ⇒ Connect with and/or join a local health and/or worksite wellness coalition
- ⇒ Ask WorkWell KS staff to get you connected with others in your sector (e.g., schools, hospital, local government) that are implementing worksite wellness plans

POST-BUILDING THE FOUNDATION: DETERMINE NEXT STEPS

- ⇒ Remember that WorkWell KS will send a follow-up Building the Foundation assessment one year after participating in the workshop. When you complete it, your worksite will be sent a report demonstrating the progress your worksite has made since your initial Building the Foundation assessment report.