

A GUIDE TO CREATING AN ORGANIZATIONAL

WELLNESS COMMITTEE



WELCOME!

THIS WELLNESS COMMITTEE TOOLKIT
HAS BEEN CRAFTED WITH YOU IN
MIND.

Beginning a wellness effort at your organization can seem like a daunting task. This toolkit has been created to guide Wellness Leads and HR Staff through the process of creating a meaningful, sustainable Wellness Committee to guide your organizational wellness efforts.

This toolkit is composed of four sections, each representing a stage in the Wellness Committee formation process. Information on the contents of each section follows the divider page. Use as many or as few tools as you like, and mix and match what is needed- while the stages are presented in a linear fashion, the individual needs of your organizational should guide the process.

Armed with the tools provided in this toolkit, your organization's wellness program will be set for success!

Looking for more support or have a question?
Contact Live Well @ Work at
(619) 681- 0680 or worksitewellness@ucsd.edu



STAGE ONE

FORMING THE WELLNESS COMMITTEE

STAGE ONE

CONTENTS CHECKLIST

- PROMOTING HEALTH IN THE WORKPLACE
 - INTEGRATION OF WELLNESS GOALS & BUSINESS OBJECTIVES
 - GET SUPPORT FROM MANAGEMENT
 - WELLNESS PROGRAM ANNOUNCEMENT
 - WELLNESS COMMITTEE RECRUITMENT EMAIL
 - WELLNESS COMMITTEE APPLICATION
 - WELLNESS COMMITTEE MEMBER PLEDGE
-



STAGE TWO

ASSESSMENT & PRIORITY PLANNING

STAGE TWO CONTENTS CHECKLIST

- ACTION PLAN
 - EMPLOYEE HEALTH BEHAVIOR SURVEY
 - COMMITTEE PLANNING & GOAL SETTING
 - SMART GOALS
 - SMART GOAL PLANNING FORM
-



STAGE THREE

PROGRAM PLANNING & IMPLEMENTATION

STAGE THREE CONTENTS CHECKLIST

- BRANDING & LAUNCHING YOUR WELLNESS PROGRAM
 - CREATING A MISSION STATEMENT
 - MISSION STATEMENT EXAMPLES
 - WELLNESS TAG LINES
 - MENU OF WELLNESS ACTIVITIES, POLICIES & ENVIRONMENTAL CHANGES
 - 12-MONTH ACTION PLAN
 - MONTHLY THEME LIST
-



STAGE FOUR

EVALUATION & SUSTAINABILITY

STAGE FOUR CONTENTS CHECKLIST



EVALUATION OF WELLNESS EFFORTS



POST IMPLEMENTATION SURVEY



AWARDS & RECOGNITION

