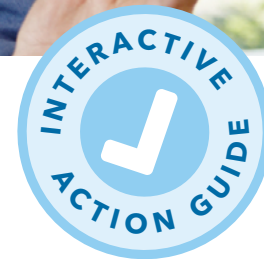


> WORKFORCE HEALTH | RESOURCES



Starting a workforce health program



Welcome to your workforce health program toolkit

Any organization, no matter how small, can create a culture of health. It involves educating employees about health issues, creating an environment that supports healthier behaviors, and making health-related objectives part of your workplace policy. This toolkit helps you lay a foundation for getting leadership on board, organizing activities, and making it easy for employees to adopt a healthy lifestyle. It's your road map to a successful workforce health program. In it, you'll find:



Surveys

to gauge employee interest and measure progress



Wellness Committee Toolkit

to help you form your own wellness committee



Goal-setting worksheet

to help you make a specific, measurable plan



Healthy Meetings Guide

to integrate simple, healthy habits into your meetings



Links to helpful information

to assist, guide, and inspire you

Ready to get started? 

✓ Take the first step

Designing a workforce health program that's right for your organization can be easier than you think. Especially with our no-cost, hands-on toolkit, which walks you through the four basic steps to a successful program. You decide how simple or extensive you want your program to be. And you choose what you need from the resources we provide. It's an affordable and effective way to bring good health to your workplace.



Let's go! >

① Assess

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Get leadership endorsement. 	<ul style="list-style-type: none"> ○ Present a business case for workforce health to your leadership team. With your leaders (management, union, elected officials) on board, you'll increase your chances of success. 	<ul style="list-style-type: none"> • Build a case for workforce health shows how to engage leadership with facts and figures. • The Wellness Council of America's seven benchmarks of results-oriented workplace wellness programs. <div data-bbox="1073 581 1600 688" style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p>TIP Leadership buy-in makes it easier to get things done.</p> </div>	
<ul style="list-style-type: none"> ○ Target the most important issues in your workforce. 	<ul style="list-style-type: none"> ○ Use our worksite health survey to evaluate your organization's wellness needs. Then learn your employees' concerns with the employee health interest survey. Consider inviting unions or other key players to help create survey questions. 	<ul style="list-style-type: none"> • Worksite health survey • Employee health interest survey • Create your own free surveys with SurveyMonkey or Google. • A Prevention and Lifestyle Risks report shows which risk factors – such as obesity, cholesterol, blood pressure, and smoking – are most affecting employees with Kaiser Permanente coverage.* Contact your Kaiser Permanente account representative for more information. 	

Ready to plan? Let's go! 

② Plan

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Form a wellness committee. 	<ul style="list-style-type: none"> ○ Recruit a dedicated wellness champion or program coordinator and a wellness team. An active wellness committee is an important part of a successful workforce health program. 	<ul style="list-style-type: none"> • Wellness Committee Toolkit <div data-bbox="1073 440 1598 610" style="border: 1px solid orange; padding: 5px;"> <p>TIP Be sure your wellness committee includes team members from across your organization, representing all types of employees.</p> </div>	
<ul style="list-style-type: none"> ○ Identify your program, set goals, and agree on clear definitions of success. 	<ul style="list-style-type: none"> ○ Based on the results of your worksite and employee health interest surveys, set goals for your program and agree on benchmarks that will help you evaluate its success. If you haven't done so already, start developing programs, policies, and an environment that supports employee engagement and wellness. 	<ul style="list-style-type: none"> • Workforce health goal-setting worksheet <div data-bbox="1073 919 1598 1065" style="border: 1px solid orange; padding: 5px;"> <p>TIP Keep your goals easy to achieve so employees are encouraged to continue their efforts.</p> </div>	

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② Plan *(continued)*

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> Determine incentives. 	<ul style="list-style-type: none"> Reward participants for meeting certain milestones of program engagement. Congratulate employees, make announcements, and provide certificates of participation. 	<div style="border: 1px solid orange; padding: 5px;"> <p>TIP Here are a few low-cost ideas for recognizing employees who achieve success:</p> <ul style="list-style-type: none"> post photos of participants around the office acknowledge accomplishments at meetings, or in a newsletter </div>	
<ul style="list-style-type: none"> Develop a program calendar. 	<ul style="list-style-type: none"> Develop a calendar of workforce health engagements and plan your communications schedule for the first year of your program. 	<ul style="list-style-type: none"> Monthly health topics National health observance days Five tips to communicate workplace wellness Getting results-based wellness communications right <div style="border: 1px solid orange; padding: 5px;"> <p>TIP Tap into your existing communications channels – newsletters, leadership emails, workplace intranet, break rooms, etc. – and ask internal partners to share their own.</p> </div>	

Ready to engage? Let's go!

③ Engage

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Implement your workforce health program. 	<ul style="list-style-type: none"> ○ Launch and engage employees in your program. Visit our workforce health resource center to find educational tools and programs to encourage participation. 	<ul style="list-style-type: none"> • Workforce health resource center • Healthy Meetings Guide <div data-bbox="1073 472 1602 573" style="border: 1px solid orange; padding: 5px;"> <p>TIP If you have an incentive plan, be sure to mention it.</p> </div>	
<ul style="list-style-type: none"> ○ Keep employees engaged. 	<ul style="list-style-type: none"> ○ Send out regular emails or union newsletters, and post fliers and posters throughout your workplace. Ongoing communications will help promote your program, keep the excitement going, and celebrate successes. 	<div data-bbox="1073 841 1602 1154" style="border: 1px solid orange; padding: 5px;"> <p>TIP Share and distribute your communications in a wide range of places and publications:</p> <ul style="list-style-type: none"> • parking lots • lobbies and exits • elevators • union newsletters (if applicable) </div>	

Ready to measure? Let's go! 

④ Measure

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Evaluate your program. 	<ul style="list-style-type: none"> ○ Track progress, participation, and interest in your program by filling out the worksite health survey again. Evaluate your program's success based on before-and-after results. 	<ul style="list-style-type: none"> • Worksite health survey 	
<ul style="list-style-type: none"> ○ Share the results. 	<ul style="list-style-type: none"> ○ Communicate program participation rates and positive outcomes with your employees. 		

 Contact your Kaiser Permanente representative for more information.

*A minimum of 200 employees with Kaiser Permanente coverage is required to receive this report.

Information may have changed since publication.

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