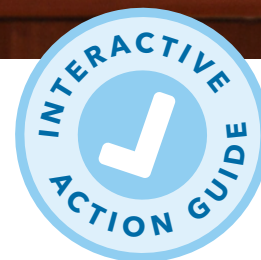


> WORKFORCE HEALTH | RESOURCES



# Wellness committee toolkit



# Fitting wellness into your organization – on your terms

One of the best ways to lead your employees to better health is with a team. Teamwork will bring your workforce wellness program to life and drive healthy changes in your employees.

## Why you need a wellness committee

Building a wellness team can make it easier to help ensure long-term success for your program. It will also bring diverse voices to the table – and you can leverage those perspectives to make sure the program meets the needs of all your employees. Plus, it will help you deliver strong, consistent messages across the workplace, leading to a more efficient and effective program.

Once you've selected your committee, you should expect it to:

### > Develop

and evaluate your organization's wellness efforts

### > Identify

employee wellness interests, gain program support from co-workers, and encourage participation

### > Support

and promote programming and policies

### > Create

and maintain communications with employees

# Welcome to your *Wellness Committee Toolkit*

This toolkit is packed with resources to guide you through everything from forming a team to managing your programming. In it, you'll find:



**Seven-step map**  
to help you  
build the right  
team for your  
workplace



**First six meetings  
checklist**  
to help you  
establish a  
meeting structure  
and walk you  
through your  
programming



**Team member  
pledge form**  
to share with  
your employees

Ready to get started?

# Seven steps to building your team

## 1 Identify your wellness sponsor

Choose someone from senior management who can make certain you have the financial and organizational support you'll need.

Done!

## 2 Choose a wellness committee lead

This is the person who will chair your wellness committee. This person should have a passion for wellness.

Done!



Position involvement in your committee as an opportunity for employees to develop professional skills.



### Your committee should include:

- ✓ Talented, motivated individuals who want to have a positive influence on your organization
- ✓ Members from different departments and various levels of your org chart
- ✓ At least one member from senior management



Getting buy-in from senior management will ensure that team activities are integrated with normal work responsibilities.

## 5 Recruit committee members

Members can be invited to volunteer or appointed by management. Use our [wellness team recruitment email](#) to invite participants.

Done!

## 4 Get approval for participation

Be sure to get supervisor buy-in before inviting candidates to join your committee.

Done!

## 3 Determine the size of your committee

Employees	Members
< 300	3-8
300-999	8-12
> 1,000	12+

## 6 Ask for a minimum one-year commitment

Have committee members sign the [wellness team member pledge](#) on the last page of this document. Be clear about commitment expectations.

Done!

## 7 Set a wellness budget

Work with your wellness sponsor to set a budget and determine nonfinancial resources such as meeting space or access to employee email lists that may be required.

Done!

**Congratulations!**  
You're ready to schedule your first meeting.

# Your first six meetings

Use this handy step-by-step checklist to guide you through assigning key roles, setting wellness goals, and choosing your first wellness program.

## Meeting 1 Getting started

Assign key roles, create a mission statement, and develop a calendar for future meetings.

## Meeting 2 Understanding your workforce health needs

Review workforce health reports, complete the worksite health survey, and distribute the employee health interest survey.

## Meetings 3 and 4 Establishing goals and objectives

Review survey and report results, confirm your budget and resources, and determine wellness goals and objectives.

## Meetings 5 and 6 Developing your first-year plan

Choose your wellness program(s) and develop an operating plan.

## Meeting 1 Getting started

What to do	Details and resources	Notes
<ul style="list-style-type: none"> <li>○ Get commitment pledges from members.</li> </ul>	<p>Having committee members formally accept roles and responsibilities will add to the impact of your efforts. See the <a href="#">member commitment pledge</a> on the last page of this toolkit.</p>	
<ul style="list-style-type: none"> <li>○ Track meetings.</li> </ul>	<p>Ask a volunteer to take meeting notes.</p>	
<ul style="list-style-type: none"> <li>○ Write a mission statement.</li> </ul>	<p>Your mission statement should address what your committee wants to achieve. Here are some examples:</p> <ul style="list-style-type: none"> <li>• “Establish and maintain a culture of health in our workplace by encouraging activities that contribute to a healthy lifestyle.”</li> <li>• “Give employees what they need to develop healthier habits at the workplace and at home.”</li> </ul>	
<ul style="list-style-type: none"> <li>○ Assign key roles.</li> </ul>	<p>You may find it helpful to define these key roles:</p> <ul style="list-style-type: none"> <li>• Communications lead – oversees wellness program promotion</li> <li>• Worksite health assessment lead – distributes surveys and compiles and reports results</li> <li>• Event planner – schedules and coordinates wellness activities</li> </ul>	
<ul style="list-style-type: none"> <li>○ Create a meeting calendar.</li> </ul>	<p>Meet monthly for your first few meetings to get momentum going. Once your committee is established, hold meetings every other month or once a quarter.</p>	

**✓ Before next meeting**

Have your assessment lead collect your most recent workforce health report(s). Reach out to your Kaiser Permanente account representative to learn which reports are available to you.

## Meeting 2 Understanding your workforce health needs

What to do	Details and resources	Notes
○ Track meetings.	Ask a volunteer to take meeting notes. Review notes from previous meeting.	
○ Discuss existing workforce health reports.	Reference and review workforce health reports such as the Prevention and Lifestyle Risk report, aggregate results for health risk assessments, and other resources that measure the health of your employees. Reach out to your Kaiser Permanente account representative to learn which workforce health reports are available to you.	
○ Assess your organization's workforce health needs.	Complete the <a href="#">worksite health survey</a> during this meeting and review results. Discuss opportunities to address your organization's health needs and expand your culture of health.	
○ Survey your employees.	<p>If you choose to survey your employees:</p> <ul style="list-style-type: none"> <li>• Develop a plan and communications strategy for distributing the <a href="#">employee health interest survey</a>, or create your own using <a href="#">SurveyMonkey</a> or <a href="#">Google</a>.</li> <li>• Establish a timeline for distribution, collection, and assessment.</li> <li>• Determine if incentives will be offered for participation.</li> </ul>	
○ Confirm next meeting date.	Meet monthly for your first few meetings to get the momentum going.	

### ✓ Before next meeting

Confirm the program budget set by your sponsor.

## Meetings 3 and 4 Establishing goals and objectives

What to do	Details and resources	Notes
○ Track meetings.	Ask a volunteer to take meeting notes. Review notes from previous meeting.	
○ Discuss survey and report findings.	Discuss results from the <a href="#">employee health interest survey</a> , other surveys, and reports.	
○ Review budget.	Review program budget set by sponsor.	
○ Establish workforce wellness goals for the year.	<p>Your committee should target your top wellness issues as determined by your reports and surveys. Be realistic about what you can accomplish with your budget and resources. We suggest starting with high-level goals like these and building simple programs to support them:</p> <ul style="list-style-type: none"> <li>• Create a culture of health in the workplace.</li> <li>• Increase employee physical activity during the workday.</li> </ul>	

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## Meetings 3 and 4 Establishing goals and objectives *(continued)*

What to do	Details and resources	Notes
<ul style="list-style-type: none"> <li>○ Explore available programs, tools, and resources.</li> </ul>	<p>Explore available workforce health resources from Kaiser Permanente:</p> <ul style="list-style-type: none"> <li>• Do-it-yourself program toolkits complete with step-by-step instructions, checklists, worksheets, promotional materials, surveys, and more:                             <ul style="list-style-type: none"> <li>○ <a href="#">Starting a Workforce Health Program toolkit</a></li> <li>○ <a href="#">Walking for Workforce Health Toolkit</a></li> <li>○ <a href="#">Tobacco-Free Campus Toolkit</a></li> <li>○ <a href="#">Maintain Don't Gain weight management toolkit</a></li> </ul> </li> <li>• Healthy Living classes,* healthy lifestyle programs, physician-reviewed health information, videos, and more at <a href="http://kp.org">kp.org</a></li> </ul>	
<ul style="list-style-type: none"> <li>○ Research local resources.</li> </ul>	<p>Look into resources such as gyms, farmers markets, health fairs, and other wellness events available in your community.</p>	
<ul style="list-style-type: none"> <li>○ Confirm next meeting date.</li> </ul>	<p>Continue meeting monthly to keep the momentum going.</p>	

**✓ Before next meeting** Research local community resources and review what [Kaiser Permanente has to offer](#).

## Meetings 5 and 6 Developing your first-year plan

What to do	Details and resources	Notes
○ Track meetings.	Ask a volunteer to take meeting notes. Review notes from previous meeting.	
○ Review team goals and objectives.	Make sure your goals and objectives align, and that they support your mission statement.	
○ Revisit your budget and available resources.	Discuss budget and resources. Ask yourself whether they meet the goals and objectives the team has outlined.	
○ Review available programs, tools, and resources.	<p>Review available workforce health resources from Kaiser Permanente:</p> <ul style="list-style-type: none"> <li>• Do-it-yourself program toolkits complete with step-by-step instructions, checklists, worksheets, promotional materials, surveys, and more:             <ul style="list-style-type: none"> <li>◦ <a href="#">Starting a Workforce Health Program toolkit</a></li> <li>◦ <a href="#">Walking for Workforce Health Toolkit</a></li> <li>◦ <a href="#">Tobacco-Free Campus Toolkit</a></li> <li>◦ <a href="#">Maintain Don't Gain weight management toolkit</a></li> </ul> </li> <li>• Healthy Living classes,<sup>†</sup> healthy lifestyle programs, physician-reviewed health information, videos, and more at <a href="https://kp.org">kp.org</a></li> </ul>	

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## Meetings 5 and 6 Developing your first-year plan *(continued)*

What to do	Details and resources	Notes
○ Decide which programs you want to launch.	Determine which programs, tools, and resources you will use. For additional program information, contact your Kaiser Permanente account representative.	
○ Create an operating plan and timeline.	Your plan should detail what the group wants to accomplish, and how and when it will happen. Be sure that you develop activities and programs that are within the scope of your committee's budget, resources, goals, and scheduling.	
○ Create your communications plan.	Kaiser Permanente's do-it-yourself program toolkits contain links to downloadable communication materials – posters, emails, fliers, and more.	
○ Discuss rewards and incentives.	<p>Choosing the right incentives can help increase participation. Here are a few ideas that should fit any budget:</p> <ul style="list-style-type: none"> <li>• gift cards, prizes, or merchandise</li> <li>• group awards or celebrations for hitting targets</li> <li>• posting photos of successful employees around the office</li> <li>• acknowledging employee accomplishments at meetings or in a company newsletter</li> </ul>	
○ Confirm next meeting.	Once your committee is established, hold meetings every other month or once a quarter.	

# Ongoing meetings

Now that you have an operating plan and timeline, it's time to implement your wellness program activities. In the coming months, continue to schedule regular wellness committee meetings, revisit and refine your operating plan, and make adjustments to help your program succeed. And don't forget to take advantage of **Kaiser Permanente's workforce wellness tools and resources** as you navigate your workforce wellness program.

## The objectives you set should be SMART.



### Specific

Decide what your group goals are and why and how you plan to achieve them. A sample specific goal: 25% of employees complete a Total Health Assessment within one year.



### Measurable

Setting a measurable progress goal will make it easier to gauge your group's progress. A sample measurable goal: 25% of employees attend at least two wellness events in one year.



### Attainable

Don't set goals that are too difficult to achieve. Your employees will become discouraged if they can't see themselves making progress. A sample attainable goal: Employees start a lunchtime weight-loss group that meets at least once a week for a month.



### Realistic

The committee's goals don't have to be easy, but they should fit the group's overall strategy and be mindful of the resources available. A sample realistic goal: Offering healthy food alternatives at organization meetings for the next six months.



### Timely

Set a time limit for achieving goals so there's a clear target to work toward. A sample timely goal: Add healthy snack options to company vending machines within three months.

Kaiser Foundation Health Plan, Inc., 1950 Franklin St., Oakland, CA 94612, 510-987-1000 • Kaiser Foundation Health Plan, Inc., 393 E. Walnut St., Pasadena, CA 91188, 626-405-5000 • Kaiser Foundation Health Plan of Colorado, 10350 E. Dakota Ave., Denver, CO 80247, 303-338-3800 • Kaiser Foundation Health Plan of Colorado, 1975 Research Pkwy., Ste. 250, Colorado Springs, CO 80920, 719-867-2100 • Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Rd. NE, Atlanta, GA 30305, 404-364-7000 • Kaiser Foundation Health Plan, Inc., 711 Kapiolani Blvd., Honolulu, HI 96813, 808-432-5955 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., 2101 E. Jefferson St., Rockville, MD 20852, 301-816-2424 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Ste. 100, Portland, OR 97232, 503-813-2000

# Wellness team member commitment pledge

Our organization is launching a workforce wellness program. To organize and manage the program, we've created a wellness team with representation from all areas of the organization. Both the program and committee are endorsed by senior management.

You're invited to become a member of the wellness team, so we want to be sure you understand and agree to the responsibilities of the position. We also want your manager or supervisor to be aware that you're a member of the committee, as all related activities will happen at the workplace during normal working hours.

## Wellness team member expectations

We ask that you commit to active team membership for 12 months with the option to renew or opt out after that time. If you choose to opt out, you'll be responsible for finding a replacement representative from your department.

You must:

- participate in at least two-thirds of the scheduled committee meetings during a 12-month period
- take minutes during at least one wellness committee meeting during your time on the committee
- participate in and/or coordinate at least two wellness projects during the year
- assist with communications for all wellness activities during the year

By checking this box, I agree to fulfill the expectations of the wellness team.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

My supervisor is aware of and supports my participation on the wellness team and all duties and commitments that come with this responsibility.

\_\_\_\_\_  
Supervisor name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

\* Some classes may require a fee.

† See previous note.

Information may have changed since publication.