

Step 2. Wellness planning

Set up a committee and get people involved

Set up a committee

A wellness committee provides leadership and guidance for your workplace wellness program. Gather a range of people with different skills from all levels.

Small workplaces may not need a committee. However, you will need at least one wellness representative to drive the program.

Tips for recruiting committee members

- › Hold an information session or staff meeting to ask for volunteers.
- › Identify key people the committee needs and invite them to participate.
- › Involve any existing health and wellness groups.
- › Outline the benefits of joining the committee.

Committee structure

Gathering people is just the start. An effective committee needs support and structure to perform well.

The committee structure, membership and meeting frequency will depend on the size of the workplace and scope of your wellness program.

- › Establish ground rules, or terms of reference for the committee including roles and responsibilities, with an annual review date.
- › Establish a shared vision and be guided by a workplace wellness policy.
- › Give members the time and resources they need to develop their wellness planning skills.
- › Meet regularly and keep meetings brief and on-track.
- › Provide progress reports to management and employees.
- › Recognise individual members' achievements and their commitment to the committee.

Recruit a workplace wellness coordinator

Large workplaces may need a full-time or part-time workplace wellness coordinator to action and evaluate the program. Ideally, the coordinator should have a health background with skills in management, planning, coordination and communicating across a range of audiences. It's important for the committee to support the coordinator and share responsibilities.

Get people involved

The success of your program depends on employee participation. Understanding the reasons behind the wellness program, feeling valued and knowing what will happen next will encourage involvement.

Keep everyone informed

- › Consult with managers and employees about the best way to communicate with them.
- › Ask for feedback and comments along the way.
- › Provide regular updates.
- › Consider a variety of communication methods such as:
 - lunchtime information sessions
 - suggestion boxes in lunchrooms
 - a nominated email address for the program
 - providing information to managers for team meetings.

Create ownership

- › Involve everyone from the start to encourage a sense of ownership.
- › Work together as a team to develop a wellness vision and program objectives.
- › Conduct needs assessments so all employees have the opportunity to provide input.
- › Together with employees, design the strategies and plan the activities to help achieve your objectives for the program.
- › Ask for feedback to review the program annually and ensure it remains relevant.

Encourage participation

- › Highlight the long and short-term benefits of the program.
- › Offer a choice. Create a variety of activities to appeal to a range of interests.
- › Provide different modes of delivery. For example, a lunchtime health session could be accessible online or in a workbook to take home.
- › Make it easy to attend an activity.
- › Celebrate and share success stories and highlight individual achievements.
- › Nominate champions to lead by example.
- › Create a name and theme so employees identify with the program.
- › Ask participants for feedback.
- › Hold competitions such as 10,000 Steps Workplace Challenge <www.10000steps.org.au>.
- › Consider incentives and prizes—water bottles and hats or fruit and vegetable vouchers.