Setting Up A Wellness Program: A Checklist For Success

Healthy team members are happy members. Wellness programs are terrific opportunities to create a work environment emphasizing employee wellbeing. Use this checklist as a guide to setting up an employee wellness program at your company.

Step 1

Assemble a team

This encourages employee buy-in and lends a human face to the wellness program.

- [ ] Establish a “wellness” team to oversee the development and implementation.
- [ ] Have a team composed of employees and managers from all sectors and at all levels.

Step 2

Do your research

Determine what type of wellness program is the best fit for your office and employees.

- [ ] Get employee input with the help of meetings, polls, or surveys. Use the data you collect to identify trends and needs.
- [ ] Review your organization's group health insurance plan and check what components of wellness it covers.
- [ ] Analyze absenteeism rates (along with the reasons employees are missing work) or workers comp reports. Identify any trends that can shape your program. For instance, if a lot of your team members call in sick with the flu each year, offer free flu shots at your office.
- [ ] Conduct a site assessment of your office space.

Step 3

Set goals

After research, it's time for goal setting. So you know where you need to head.

- [ ] Determine goals. For example, use wellness as a recruiting and retention benefit, decrease absenteeism, increase productivity, reduce healthcare costs, etc.
- [ ] Customize the goals according to the particular interests and needs of your workforce.
- [ ] Create a plan with achievable timelines and something that's easy to manage.
- [ ] Measurement - determine how and when outcomes— such as the number of employees who experienced better morale.

Step 4

Assess needs

- [ ] Survey employee interests and ask them about the types of programs that interest them.
- [ ] Health Risk Assessments (HRAs) provide an in-depth summary of the risk of diseases and unhealthy habits. The HRA aggregate data can help determine the most advantageous programs for your workforce.
- [ ] Regular screenings to ensure employees are aware of health conditions they have, like high blood pressure. Such early indicators provide additional information about your workforce's health status.
- [ ] Based on the above, draw up an approximate budget.

Step 5

Lay a solid foundation

Before you pick your provider, ensure you align your organization with what's coming. Here, an organizational structure to oversee, implement, and monitor the wellness program will help.

- [ ] Select leadership and committee members and a coordinator to lead the team or work with third-party vendors.
- [ ] Equip this team with resources to set them up for success (office space, equipment, etc.)
- [ ] Internally, select services/ initiatives to include in the wellness program.
- [ ] Define committee responsibilities for each aspect of the program—who are handling what.
- [ ] Decide if you will offer a reward or incentive system to boost participation or honor program successes. Make sure they align with any company and governmental regulations.
- [ ] Set benchmarks. Devise strategies for tracking and evaluating programs, as well as milestones for achieving goals.

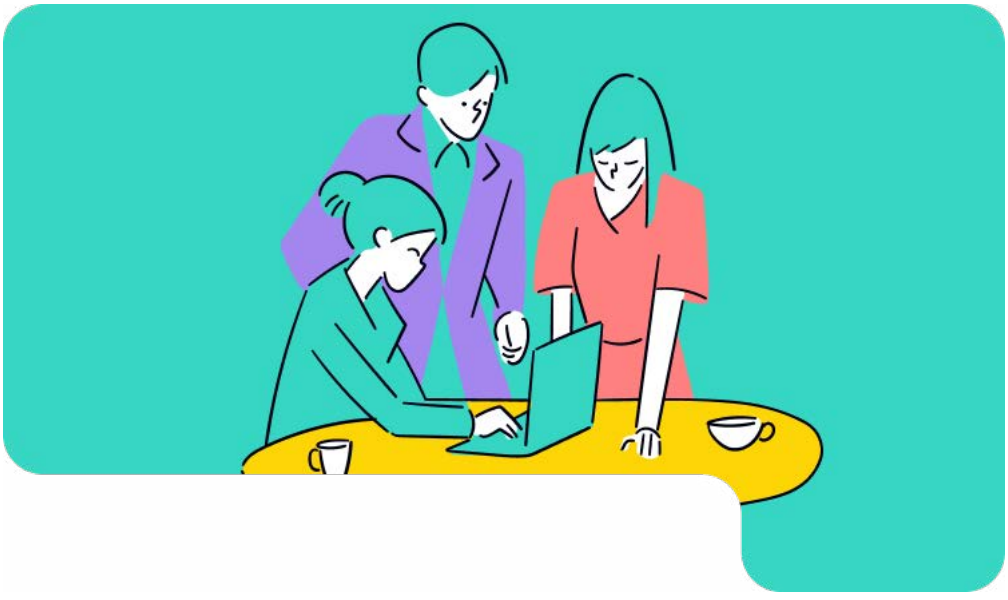
Step 6

Conduct wellness vendor research & evaluate the best one

This is where you begin your formal search for a corporate wellness platform. The following points will further help you pinpoint the perfect wellness partner for your organization.

- [ ] Check if the provider's overall approach and philosophy on wellness are consistent with your business.
- [ ] Examine the products and services they offer and see if it matches what your company and employees want.
- [ ] Study the reputations of the provider. Have they been in the industry for long? Do they have good references?
- [ ] What are the backgrounds and training of their workforce? Are they qualified?

- [ ] Does the business have proper licenses
(e.g., UAE insurance regulator License No)
- [ ] Ensure that the products and services the provider offers are up-to-date with industry trends, technologies, etc.
- [ ] Are user platforms and portals personalized, interactive, easy to navigate, and secure?
- [ ] Do they customize products and services to meet the unique needs of your employees and business?
- [ ] Are the vendor's costs competitive?



Step 7

Roll out the program

You’re ready for program rollout.

- [ ] Select the initiatives that address employees on individual and team (social) levels, as well as the company culture and the workplace itself.
- [ ] Start small if needed, with just a couple of services, then add on as the program gains steam.
- [ ] Make sure programs are readily available and easily accessible.
- [ ] Study the reputations of the provider. Have they been in the industry for long? Do they have good references?
- [ ] Keep motivation high by honoring and celebrating achievement in the program, whether on an individual or company-wide level.

Step 8

Get the word out

Once the program is implemented, you need to get the word out.

- [ ] Develop a clear, concise plan to convey the goals of the program, how it will help employees, and what it offers.
- [ ] Use various communications methods to spread the word—email, company newsletters, social channels, etc.
- [ ] Provide avenues for employees to leave feedback.
- [ ] Create a forum for sharing success stories. It's a powerful motivator. Highlight employees and the benefits they've gained.
- [ ] Provide ongoing communications. Find new, interesting and regular ways to remind employees about the benefits of exercise, weight management, smoking cessation, etc.
- [ ] Communicate the program's value. When employees know that being healthier leads to lesser medical costs and better quality of life, the more they will want to participate.

Step 9

Evaluate the success of your program

Use the process developed in the planning stage to measure program effectiveness.

- [ ] Analyze data and determine if goals and objectives have been achieved.
- [ ] Meet regularly to track evaluation reports, study employee feedback, and make any necessary changes to the program.
- [ ] Write periodic reports to share with company leadership, community partners, etc.

Step 10

Celebrate group success

- [ ] **Highlight efforts.** If a group of employees walk more than 10,000 steps every day, celebrate their success at the end of the month..
- [ ] **Encourage celebration** activities for crossing milestones. Say if your program has more than a certain number of participants, host a party or dinner for the same.

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