



## Incorporate wellness into your annual organizational planning.

### Taking a proactive approach to wellness planning provides a clear and tangible vision for the year ahead.

A well-structured program enhances employee morale, productivity, and overall job satisfaction. By securing leadership support and tailoring offerings to meet specific employee needs, organizations can create a positive work environment that fosters well-being and engagement.

#### When planning a wellness program, consider these essential steps:

**Set Clear Goals:** Begin by defining specific and measurable goals. These could include supporting employee mental health, social health, or enhancing work-life balance. Align these goals with your organization's overall mission and values. Take it a step further by writing a formal annual or multi-year strategic plan.

**Schedule Events and Activities:** Create a well-structured calendar for wellness initiatives. Regularly scheduled events, workshops, fitness classes, and health challenges keep employees engaged. Consider using monthly health topics. Also, policies play an important role. Make time to review policies that affect employees, such as flexible work arrangements, transportation options, leave of absence, and allowing company time to participate in wellness activities

**Develop a Communications Strategy:** Effective communication is key. Know when and how you will inform employees about upcoming wellness activities, benefits, and resources. Use various channels such as emails, intranet, posters, and team meetings. Encourage feedback and participation.



## What Others Are Doing:

**WELCOA**, a trusted resource in workplace wellness, has developed a comprehensive guide to enhance enthusiasm and boost active participation in **worksite wellness initiatives**. This valuable [resource](#) provides sample posters, assessments, surveys, checklists and operating plans to help organizations build effective wellness programs.



### Resources for your Employees

[Introduction to Reflective Journaling Webinar \(free\)](#)

[Self-Care Assessment](#)

[Self-Care Maintenance Plan](#)

[Finding Balance Workbook](#)

[Mind/Body Wellness for Employees](#)



### KP Member Specific Resources

[Take the Total Health Assessment](#)

[Work with a Wellness Coach](#)

[Find a program/class to help you reach your goals](#)

*\*\*Members may see articles or information authored from KP partners in other regions, but they should seek care directly from their local care team.*



### Strategic Planning Resources

[How Healthy is Your Workplace?](#)

[Writing SMART Objectives For Your Program](#)

[WELCOA Well Workplace Checklist](#)

[Goal Setting Worksheet](#)

\*All kp.org information is available to view in Spanish or English depending upon user preference

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## Other Resources

[How to Measure Well-being](#)

[4 Simple Steps to Workforce Well-being](#)

[Using Data to Improve Employee Health and Wellness](#)

