


TEXAS A&M
AGRI LIFE
EXTENSION

A Blueprint for an Employee Wellness Plan

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Learning Objectives

After completing this session, you will be able to:

- Describe information to gather in a needs assessment
- Discuss strategies to plan a wellness program
- Explain evaluation methods
- Discuss employee engagement

1 Assessing Your Worksite







Gathering Information

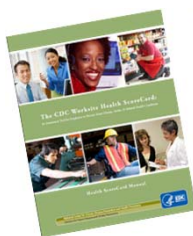
Four assessment areas include:

- Employee interest survey
- Environmental audit
- Health risk appraisal
- Other pertinent data: health care utilization information, injury records, workers' compensation claims

An important step in planning a wellness program

Working WELL

Assess Culture of Health



- *Culture of Health Checklist*
 - Quick audit of worksite health programs, policies, and environmental factors
- *CDC Worksite Health ScoreCard*
 - Assess evidence-based health promotion programs
 - Identify gaps in health programs and prioritize high-impact strategies



Health Risk Appraisal (HRA)




- Tool to organize the workforce according to risk levels (high and low)
- Establish the justification for cost-effectiveness of health promotion programs
- Follow-up to the HRA is critical



Your Assessment


- Employee Interest Survey
 - Customized online survey
 - Contact your county agent for information
- Culture of Health Checklist
- Checklist for Successful Health Plans





Culture of Health Checklist

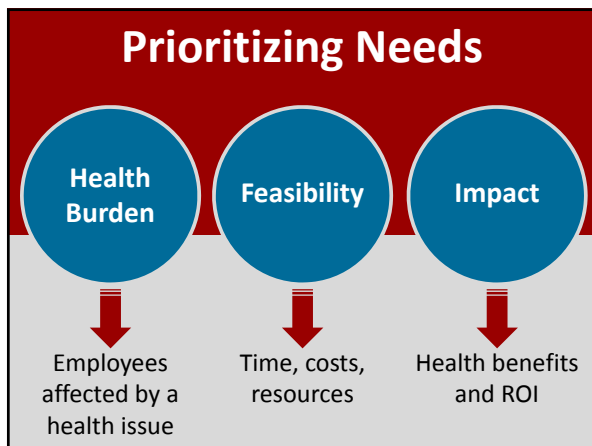
- Complete the *Culture of Health Assessment*. This is for practice.
- Remember: Re-do the survey with a worksite wellness committee. **Share with your table.**

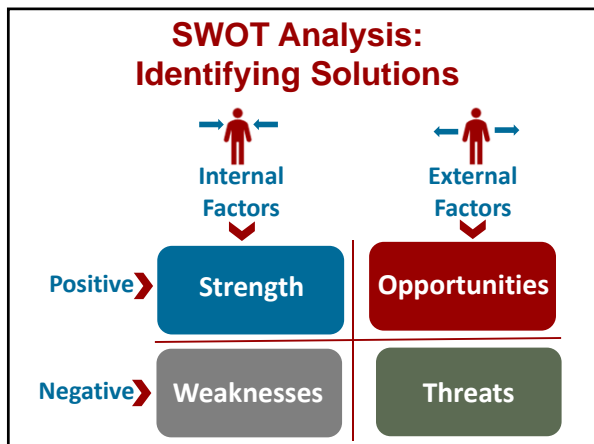
Working WELL 



Planning Your Worksite Wellness Program

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Strengths

Internal Factors

- Advantages of your worksite
- Strengths that outsiders view about your worksite
- Available unique, or low-cost, resources

- Group benefits and drug coverage
- Smoke-free policy
- High employee morale and satisfaction

Examples

Opportunities

External Factors

- Opportunities that are open to the worksite
- Trends that draw interest to the program
- Turning the worksite's strengths into opportunities

Examples

- Community partners that can provide resources or support (e.g., AgriLife Extension)
- Legislation or policies that make wellness easier

- Areas to improve at your worksite
- Factors you should avoid
- Weaknesses that outsiders view about your worksite




Internal Factors

Examples

- Vending machines with limited healthy food options
- Poor communication
- Shift workers who are hard to reach

<p>Threats External Factors</p> <ul style="list-style-type: none">▪ Obstacles your worksite faces▪ Limited sources of funding or resources▪ Do the weaknesses expose the worksite to possible threats?	<p>Examples</p> <ul style="list-style-type: none">▪ Economic climate<ul style="list-style-type: none">– Employer difficulty producing a profit▪ Government mandates on health insurance▪ Worksite facing competition pressure
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Education

- Awareness
- Knowledge
- Skills
- Other:
 - Motivation (i.e., health coaching)
 - Reinforcement

Raising Awareness

- Health fairs
- Lunch n' Learn sessions
- Newsletter
- Information poster
- Pamphlets



Knowledge and Skill Building

- Stress management seminars
- Safety training
- Heart-healthy cooking classes
- Diabetes self-management education



Health Policies and Benefits



- Smoke-free worksite
- Lactation support
- Healthy snacks for meals and luncheons
- Flex time to participate in wellness activities



Environmental Supports

- Preventative safety equipment
- Heart-healthy food choices in the work cafeteria
- Walking trail at the worksite





Group Activity


Are there some environmental supports that your worksite can add or enhance immediately to help employees quit smoking, eat healthier, manage stress, get more active?



Action Plan


The action plan is the “**blueprint**” to develop the wellness program:

- Goal(s) and objectives
- Timeline
- Roles and responsibilities
- Budget
- Communication plan
- Evaluation plan



Goals

The broad, long-term purpose statements of what you want to accomplish.





Objectives

- Outlines the activities to accomplish the goal
- Describes the measure for success of the intervention

- **Specific** – Simply stated and tells what will be done
- **Measurable** – Tangible evidence that can be measured
- **Achievable** – Based on available resources – *not impossible to accomplish*
- **Realistic/Relevant** – Goals align with worksite priorities
- **Time-limited** – Linked to a timeframe


Writing a S.M.A.R.T. Goal

Objectives

Example:


After completing the eight-week Walk Across Texas! program, participants will report engaging in physical activity at least three times a week.



Objectives



Example:

At the end of Year 1, Working Well will increase the rate of employees completing a yearly wellness exam by 10% – from 70% to 77%.



Your Action Plan

- Choose health program to address health issues
- Develop a timeline to launch health strategies
- Identify resources and staff to implement activities

Implementing Your Wellness Program



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Launching Your Program

Two approaches to implement health programs:

- **Start small.** Implement one or two wellness activities. Evaluate to determine buy-in.
- **Full implementation.** Adopt wellness activities for all program areas. Example:
 - A variety of health education programs
 - Institute a health policy, such as healthy snacks at meetings





Marketing Your Wellness Program

- Inform employees about the wellness program
- Promote wellness activities
- Communicate health messages

Evaluating Your Wellness Program

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EVALUATION


- Outstanding**
- Very Good**
- Satisfactory**
- Marginal**
- Unsatisfactory**

Evaluation: Measuring Outcomes

Reflect What is working well?

Refine What needs to be improved?

Re-assess What are lessons learned?




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Types of Evaluation


- **Process:** Focuses on how well activities were implemented
- **Outcome:** The extent to which the program achieved desired benefits

Defining Metrics


- Based on goals and objectives
- Compared to baseline over time
- Quantifiable



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Your Evaluation



What?


- Overall wellness program
- Individual components, such as health education interventions

How?


- Employer Satisfaction Survey
- Employee Feedback Survey
- Post-intervention Culture of Health Checklist
- Pre- and post-test of health programs

Culture of Health

What changes can you make to create a culture of health?



Brain Game



1. A _____ assessment is the first step to plan a worksite health program.
2. The _____ analysis is a method to identify solutions.
3. A long-term purpose statement is called a _____.
4. Create a _____ before starting to evaluate.

Key Take-aways

- Organizational buy-in is key to program success
- Gathering data will help identify gaps and needs in health programming
- An action plan describes program components
- Evaluation aligns with program goals and objectives