

Action Plan

Once you've decided on your priorities for your workplace wellness plan, the next step is to develop an action plan. The following items should be included in your action plan:

- The goals and objectives of your wellness program
- The specific recommendations on strategies to implement (these need to be clearly stated and measurable)
- The chosen activities
- The staff, resources and materials needed for the program
- The time frame for completion
- The evaluation methods you'll use to measure program results

The action plan can also be used as part of a presentation to gain management support for your wellness program and to create interest for the specific strategies and activities that you plan to implement.

Sample Action Plan

Strategies to Implement	Activities	Resources and Personnel	Time Frame	Evaluation Method
Provide an incentive-based program to encourage physical activity.	Create a walking challenge.	Walking teams; team captains; pedometers; recording sheets	Three months (May to July)	Pre- and post-survey of employees' activity levels
Pre- and post-survey of employees' activity levels	Inventory current options; increase healthy vending options.	[Insert name of employee leading the initiative]	Four months (January to April)	Count of healthy food options before and after the initiative
Encourage physical activity during the workday.	Implement company policy on use of break and lunch time for activity	Create wellness workgroup; solicit staff input.	One month (January)	Review new policy; ask a question about the new policy on annual employee survey.

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