



Bringing Your Best Self to Work; A Practical Approach to Workplace Wellness

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Defining workplace wellness.

Workplace wellness is about improving the efficiency of employees by taking care of their mental health, physical health, and work environment. Employers are increasingly involved in the wellness of employees because healthy employees are productive employees. When employees are healthy, there is a reduction in employee turnover costs. Generally, businesses have a greater demand to make more socially conscious choices even as they make profits. Organizations making more significant socially impactful decisions position themselves as better employers and attract gifted talent.

Workplace wellness initiatives are fostered by proper planning and coordination of strategies, policies, and support mechanisms that promote and protect the health of employees. These steps complement Occupational Health and Safety measures; and other legal obligations to ensure employees are safe, healthy, and engaged. From the on-set, employees should be given autonomy to generate wellness ideas independently and suggest activities that meet their unique needs in the organization. The appointment of individual wellness champions and committees and provision of creative incentives for participation reinforce sustainable wellness and well-being programs.

Employee wellness programs are not universal. Each business presents unique needs depending on its industry and demographics. As a best practice, workplace wellness programs should be inclusive and voluntary. The business leadership should amplify their support for wellbeing initiatives and allocate human and financial resources necessary to achieve the success of wellness programs.

Examples of employee wellness activities include healthy eating, exercise, health education, medical check-ups, behavioral change interventions, mindfulness sessions, counseling sessions, and so much more. These activities are meant to bring an experience of health and satisfaction to the employee.

How sector leaders define workplace wellness

The International Labor Organization (ILO) refers to workplace wellbeing as “all aspects of working life, from the quality and safety of the physical environment, to how workers feel about their work, their working environment, the climate at work and work organization.”

The Global Wellness Institute defines Workplace wellness as “Including expenditures on programs, services, activities, and equipment by employers aimed at improving their employees’ health and wellness. These expenditures aim to raise awareness, provide education, and offer incentives that address specific health risk factors and behaviors and encourage employees to adopt healthier lifestyles.”

Society for Human Resource Management (SHRM) defines workplace wellness as “the systematic efforts of an organization to enhance the wellness of its members through education, behavioral change, and cultural support.”

Aspects of workplace wellness

It is essential to understand the critical aspects of employee wellness to establish a clear hierarchy from which a business can formulate a policy or a strategy. Employee wellness is not only about physical health. The achievement of all-around wellness is also about mental health, physical work environment, organizational culture, financial health, social stability, and intellectual growth. It can be complex to incorporate all these aspects into a business.

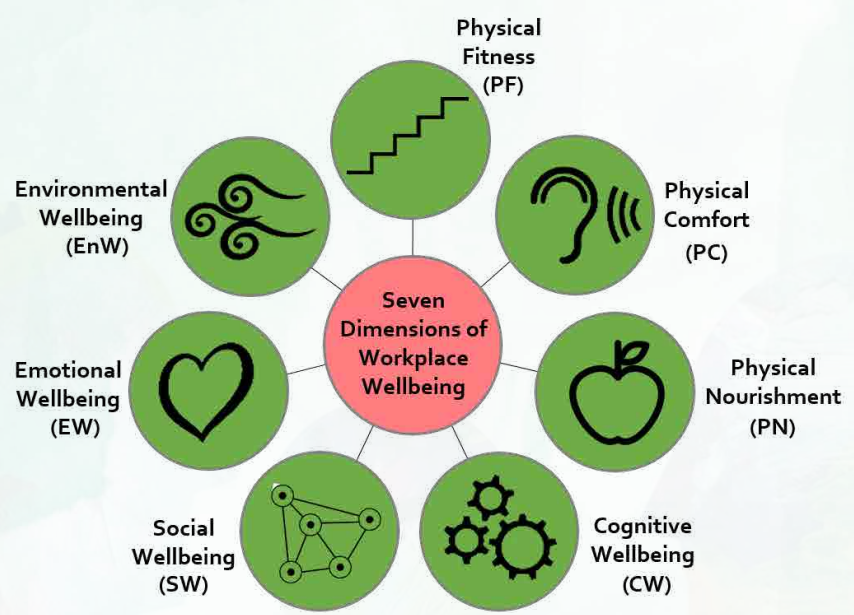
Hereunder, we have broken down these critical aspects of employee wellness. However, they are not exhaustive, and companies can have tailor-made solutions.

Aspect	Breakdown	Example of Implementation
Physical	Healthy eating	Healthy office lunches Awareness creation Discounts at health stores Cooking lessons
	Physical comfort	Ergonomic chairs Standing desks Laptop docking stations
	Fitness	Active office designs Active commutes Fitness education and support
	Work environment	Cleanliness, Ventilation, Sanitary convenience Natural Light and noise comfort Disability friendly spaces Open/quiet working spaces
Social	Connectivity	Workplace relationships
	Work-life-balance	Flexi work hours Childcare and nursing mothers' leave Sabbaticals Ceremonial life events leave e.g., wedding anniversary e.t.c,

Occupational	Autonomy	Decision-making empowerment Leadership training
	Rewards	Bonuses Employee recognition board Leaderboards Appreciation days/events
	Incentives	Bonuses Vacations Learning opportunities points
	Employee engagement	Policy and work-plan Implementation team Monitoring and evaluation
	Flexible policies	Flexi-hours Remote working Paid leaves
Emotional	Biophilic design	Plants, art and design that increase employee's connectivity to nature
	Empathy	Compassionate leaves Listening to feedback Taking action on feedback Team building activities
Mental	Education	Trainings Regular updates
	Mindfulness	Meditation Yoga Health-breaks
	Counselling	Regular sessions Group sessions Special sessions (alcoholism, grief etc.)

Intellectual	Knowledge growth	Further education Training Job rotations
	Incentives for Innovation	Brainstorming sessions Rewards Ownership
	Career development	Promotions Mentorships
Financial	Education	Educative sessions
	Insurance	Health insurance
Cultural	Diversity & inclusion	Celebration of different holidays Correction of unconscious bias
	Organizational culture	Clear communication Accessibility to leadership Positive reception of feedback

PROWELL Model: 22 leading workplace professionals in the UK and US developed seven dimensions of workplace wellbeing, which they deemed as relevant. These are Physical Fitness, Physical Comfort, Physical Nourishment and Environmental Wellbeing (physical domain); Cognitive Wellbeing and Emotional Wellbeing (mental domain); and Social Wellbeing (social domain).



The business case for workplace wellness

Creating an organizational culture that supports healthy behavior is a strategy for long-term success. Progressive businesses understand that the most critical resource is their human resource. They, therefore, take measures, spend time and allocate budgets to promote workplace wellness. Employers with no interest or investment in employee wellbeing programs can expect adverse outcomes inclusive of poor employee satisfaction, low motivation and drive, high stress and absenteeism, poor performance and low work quality, engagement issues, mental health struggles, lifestyle diseases, and increased usage of health insurance benefits and several other negative repercussions.

There is substantial cost and investment on the business to integrate workplace wellness and well-being programs in earnest. The costs, time, and money can be daunting to a business. However, the gains and return on investment for companies that choose to take the plunge far outweigh the costs and payback in earnings multiple times over. These progressive businesses derive several positive outcomes inclusive of high staff engagement, heightened employee satisfaction and commitment, reduced staff attrition and turnover, reduced costs in health insurance spend, fewer sick days are taken, and reduced absenteeism.

When wellness programs are implemented systematically and progressively, employers can experience a return on investment from workplace wellness; both financially and non-financially.

Examples of some of the benefits gained are discussed below:

Increased productivity

Employees enjoying better health are alert, motivated, and enthusiastic about their work. They therefore deliver, innovate, are creative, and take greater initiative. Healthy, well-rested employees with no concern about rudimentary things like health insurance or other essential benefits are highly productive and committed to the business.

Reduced absenteeism

There is a reduction in absenteeism and sick leaves stemming from demotivation, gaining the business more efficient output from staff presence and performance.

Talent retention

Healthy workplaces with strategies around wellness exhibit happy environments with more positive cultures. These encourage greater employee happiness, stability, and job satisfaction. As a result, there are fewer employee exits and reduced turnover. Retention of employees reduces the cost of recruitment and hiring.

Talent attraction

Employers with a strong organizational culture and a reputation for caring for employees improve their ability to attract talent.

Reduced healthcare costs

Healthy organizations significantly reduce accidents at the workplace. Further on, healthy staff with fewer health risks like excess weight or obesity generally have fewer visits to the hospital, thus reducing the healthcare expenditure for the employer - depending on the cost of insurance they absorb.

Most organizational leaders require data and evidence supporting the benefits mentioned earlier and demonstrate the return on investment (ROI) for establishing workplace wellness programs. A starting point would be to collect baseline information through feedback systems like employee surveys, questionnaires, tracking sick leaves, and employees' health biometrics.

Evidentiary metrics enable organizational leaders to determine the wellness interventions and the priority areas worth addressing and determine the necessary plans and budgetary allocations. There should be some follow-up mechanisms to monitor and evaluate programs once interventions have been set in motion.

Data tracking can be set up for quarterly or annual follow-up or within any other determined reasonable period. The evaluation results derived from the data give insights into the wellness initiatives and inform the changes to make and the next course of action.

Some important metrics to keep track of for this purpose include but are not limited to sick time utilization, overtime rates, involuntary and voluntary turnover rates, year on year insurance claims, accident or injury related legal suits among others.

Workplace wellness makes commercial sense

Non-Financial	Financial
↓ Absence and sickness	↓ Overtime costs
	↓ Recruitment of temporary staff
↓ Employee turnover	↓ Recruitment costs for replacements
	↓ Training Costs
	↓ Onboarding costs
↓ Accidents and injuries	😊 Favourable claims experience
	↓ Legal costs
	↓ Benefit cost
😊 Strong employer brand	↑ Shareholder value

Workplace wellness in action

Holistic workplace wellness takes into consideration the health of an individual employee and the health of the organization. Here are some tips and tricks on how to start and grow workplace wellness:

Assess the need

Gathering information about the general and individual wellness of the workforce is a strategic way to start. Data gained from assessments help identify the priority areas and the desired interventions to concentrate on from a point of information. Surveys and Health Risk Assessments are some practical tools for information gathering. Additionally, specific needs may require expert assessments such as specialized professionals for mental health indicators or environmental auditors for the physical environment.

Make an action plan

Once the initial finder surveys and studies are carried out and a needs assessment has been curated, designing an action plan would be the first step in developing an effective program. Structured action plans enable systematic implementation, clear communication, and proper stakeholder engagement for better program outcomes. The planning process should include SMART goal setting and allocation of the right financial and human resources.

Start small, grow gradually

As an initial endeavor, wellness initiatives in the workplace should be small and straightforward. Minor changes in the workplace gain a lot of good mileage. Examples of simple changes would include opening the windows every morning for air circulation and rewarding the most diligent employee for this small effort. Encouraging healthy snacks at work is another small initiative. Simple changes give room to celebrate the quick wins and motivate the team in the process. These can gradually grow into more considerable investments like a healthy lunch program.

Engage a team

Workplace wellness is multifaceted and requires a diverse group of people to implement. A wellness ambassador can lead a wellness committee composed of staff with varied backgrounds and passions to achieve effective change. The team should also include a key decision-maker within the organization. These individuals may also be wellness ambassadors across different departments in the business.

Engage your leaders

The attitude of the top management concerning a matter will significantly influence the success thereof. To gain buy-in from staff, leaders need to be educated on the benefits and the projected returns of workplace wellness. They also need to be involved in some of the programs.

Accountability & Evaluation

The goals and objectives in the action plan need to be monitored and evaluated annually or bi-annually or within a designated period determined by the organization to ensure growth and effectiveness. An example would be to track weight data if one of the baseline indicators was to reduce obesity. The success or failure of an intervention determines what the business can do differently to

achieve the desired result.

Communication

It is critical to have a suitable communication protocol that brings the key stakeholders on board. A wellness policy is the first step in the communication plan. It should include the overall vision and mission and how participation contributes to these. Regular communications like weekly alerts and ambassadorship keep the message fresh and sustain the motivation for workplace wellness.

Use incentives

Incentives and rewards are effective for changing unhealthy behaviors. Incentives given as a positive consequence of doing something towards wellness will increase participation and motivation. As a general rule of thumb, the incentive should match the effort. For instance, the incentive to open a window every morning should be lower than the incentive to have a healthy lunch.

Summary diagram of best practice of workplace wellness in action

Workplace- Wellness In Action		
Leaders as drivers from the front	SMART goal setting- Incorporate Vision & Mission & the org strategy	Have structure, Be accessible, Convenient & Sensible
Evidence based- baseline determined on indicators	Start small- grow Incrementally (Keep it simple, affordable....)	Gain employee buy-in. Have Wellness Ambassadors, Champions, Committee
Custom designed- driven by Needs Assessments (Health Risk, Audits etc.)	Involve stakeholders across programs development	Incorporate incentives-
Systematic Implementation- Ha clear communication across the organization	Be inclusive (Culture & Gender Sensitivity)	Be Creative
Track metrics to measure change and affect ROI for the business		

Effective Employee Assistance Programs

Employee Assistance Programs are employee driven. Their aim is to ease the mental and physical pressures of a radically changing world. They also prevent or reverse unhealthy lifestyles by changing behaviors. A well-thought-out program can positively influence an employee's health and benefit the employer's bottom line. As a best practice, a business shopping for a wellness program should determine what they need for their unique situation and calculate the difference it would make to have a program in place.

Employee Assistance Programs (EAPs) facilitate employees to deal and cope easily with their problems and professional issues, which negatively affect their productivity. The employer pre-pays them, and the employee can access these on-demand. These may vary from family, financial, health, change, or workplace conflict. EAPs may be offered internally or externally by experts. Regardless of the delivery model, businesses must have an EAP policy stating its scope and limitation (SHRM). Clarity of function makes sure all parties comprehend the EAP and confidently utilize it.

Examples of interventions by an EAP:

- ☐ Depression
- ☐ Alcoholism/substance abuse
- ☐ Nutrition
- ☐ Family/marital distress /divorce
- ☐ Stress and burnout
- ☐ Financial counseling
- ☐ Limited legal counseling

Several factors make an EAP successful:

- ☐ The existence of an EAP policy
- ☐ It observes strict confidentiality
- ☐ It is accessible to employees and their immediate families

- ☐ It is recognized and committed to by the management
- ☐ It outlines referral procedures
- ☐ It is promoted, and employees are encouraged to use it
- ☐ It has a feedback system
- ☐ It is regularly evaluated and updated

Summary diagram of best practice on establishing effective EAPs

Effective Employee Assistance Programs (EAPs)	
<p>Recognized by the organizational leadership</p> <p>Have a policy stating scope and limitations</p> <p>Outline procedures of access and use clearly</p> <p>Observe strict confidentiality</p> <p>Has a clear referral procedure</p> <p>Is internally promoted to employees for information & usage</p>	<p>Part of the organization's insurance package</p> <p>Customized to the needs of the organization</p> <p>Open to the employee and family</p> <p>Have a diverse portfolio of services e.g. therapy, legal counsel, financial counsel, substance abuse services</p> <p>Professionally staffed- Certified providers</p> <p>Inclusive of crisis interventions</p>

Collaboration to practical workplace wellness

Employee wellness is not the core business of most organizations; some organizations can only focus on core program implementation. Most organizations also lack sufficient knowledge or facilities to implement the necessary interventions. Companies should therefore collaborate with expert providers and outsource some wellness services to function effectively.

Collaborative partners may be other businesses like insurance providers, the government, academia, civil society, or community partners. It is essential to start with partnerships that are manageable for the company.

The key to successful collaboration is in:

- ❑ Identifying partners with a shared vision.
- ❑ Matching organizational culture and values
- ❑ Documentation of expectations, mutual benefit, and desired impact
- ❑ Long term sustainability
- ❑ Proven track record
- ❑ Technical and financial capacity to meet the wellness needs of your business
- ❑ Quality of service
- ❑ Sustainability of the partnership

Examples of collaborators:

- ❑ Insurance / financial services providers – for health insurance, financial advice,
- ❑ Healthcare providers – for vaccines, emergency responses, etc.
- ❑ Mental healthcare providers – for stress management sessions and counseling
- ❑ Productivity platforms – for effective remote and Flexi-work strategies

Practical Covid 19 Wellness in the Workplace

Many workplaces changed because of the Covid 19 Pandemic. The most significant change was the social distancing requirement, resulting in many employers' decisions to institute work from home (WFH) directives. This critical change resulted in employee adaptation to remote working and hybrid working norms. As these changes become more embedded in the work culture, workplace wellness

programs also need to evolve to accommodate these shifts. Employees are looking to organizational leaders and Human Resource practitioners to give guidance and direction for relevant wellness programs that accommodate the new ways of working.

Below we tackle common issues brought about by the new reality of working with Covid 19.

- a) Work-life-balance – The local work hours are 8 am – 5 pm. A quick survey shows that many employees do not log off at 5 pm and stretch their workday well into the night. Such is a recipe for overwork and burnout.

Practical Solutions:

- Program ‘End of Workday Alerts’ on Staff Calendars.
- Prompt employees to be mindful about sending emails after work hours.
- Include Leadership/Managers in driving work life balance
- b) Psychological Wellness – There has been an increase in psychological (mainly mental illness-reported), there has been a significant uptick in cases of suicide, anxiety, stress, and depression. World Population Review ranks Kenya at position 114 among 175 countries with the highest suicide rates. In addition, Kenya’s suicide rate is at least 6.5 suicides per 100,000 people.

Practical Solutions:

- Work with mental & medical health providers.
- Provide a ‘help-me’ or ‘reach-out-to-me’ hotline or a safe place employees can seek assistance.
- Create Awareness sessions/Talk about it with employees or campaigns “It is okay not to be okay”
- c) Loneliness – Work is a social place. Social distancing has reduced human interaction resulting in forced solitude, feeling couped and longing for and craving human contact.

Practical Solutions:

- Conducting wellness checks – follow up & follow through.

- Creating social pods within which employees can interact outside work hours.
- Encourage Line Managers to have a “call tree” for their team. This means someone checks on another person in the team; doesn’t have to be the Line Manager.

d) Family Dynamics – WFH has not only encroached on employees’ space in their homes.

According to an ongoing World Bank Survey, working from home has changed the family dynamic with decreased incomes and loss of jobs affecting the financial structure in many homes leading to Gender Based Violence (GBV), broken homes, and pressure to meet needs resulting in 20% of households taking consumption loans.

Practical Solutions:

- Provide support – see wellness checks above.
- Avail counseling services accessible to families.
- Financial wellness peer groups/workshops.
- e) Physical Fitness – Waistlines have expanded exponentially due to reduced activity from decreased physical movement and recurrent access to the contributing to more snacking.

Practical Solutions:

- Virtual fitness – Arrange group fitness sessions on preferred virtual meeting sites.
- Nudge theory – Nudge employees to take breaks/remind them to stand up & move around.
- Encourage participation of outdoor activities e.g., hiking, walking in the park/ estates, biking

Measuring happiness at work

Employees spend eight to ten hours of the day at work. A lot is expected from them in terms of deliverables and ensuring that targets are met.

When they think about their workforce, most employers are concerned about customer retention, market share, profit, profit, and profit!

Organizations spend time and resources coming up with a strong mission, vision, and values to be cascaded to staff to build the organization's culture. Even more time and money are poured over brand building, innovating products and services, becoming tech-savvy, and splashing on advertising campaigns. All this is good, necessary, and pushes the bottom line.

Sadly, as these activities ensue, a most critical element in the business is usually overlooked – the people. The human capital, the troops. Employees are seldom looked at as a priority point when a business is assessing profitability. Usually, little is done to address their wellness. It is commonplace to hear that providing a medical cover is the ultimate offering in many organizations regarding wellness.

It is critical for employers to realize that neglected employees are always on the job hunt and are consistently shopping the employment market in search of their next employer and better terms of engagement. The continual job search contributes to high rates of presentism with said staff on payroll yet not alert to their productivity or delivery for the organization.

Employers should recognize that current employee outlook and attitude towards their workplace negatively or positively impacts the employer brand and affects the organization's ability to attract talent and retain good workers. It has been noted that the millennial generation, Gen Z and future workers will choose happiness over salary and benefits.

Happiness Index (UK) subscribes to the formula - **Happiness + Engagement = Productivity**. They say rightly that workplace wellness is synonymous with high performance, high retention rates, and high revenue.

Sample Measurement Tool

Happiness Index - An Easy Measurement Tool

CLOSING THE HAPPINESS GAP

Use the Happiness Index to measure how your organization compares to talent competitors; then analyze the specific drivers that push open that gap. Which can you control? How quickly can you do so?

ABOUT THE STUDY

Universum's study is the biggest of its kind, surveying more than 250,000 professionals in 55 markets. The index offers a country-by-country barometer of the workplace health of that market's talent pool, and an excellent benchmark by which individual employers can map their own employees' sense of satisfaction and loyalty.

**HOW DOES YOUR COMPANY COMPARE TO ITS PEERS?
DISCOVER OUR BEST RESEARCH SOLUTIONS
WITH A UNIVERSUM MEMBERSHIP.**

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WHY MEASURE WORKFORCE HAPPINESS?

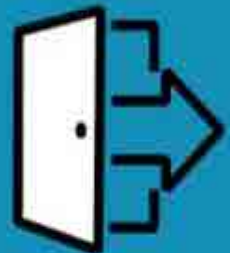
Are your employees less satisfied than average for your market?
If so, they may be ripe for poaching.



28% of employees in the
US and Canada have
considered leaving their
employer and moving to
a competitor within the
last 12 months.



2 in 3 tech industry
employees say they
could find a better job
in 60 days.



58% of Millennials plan
to leave their jobs in
three years or less.

WHAT IS THE GLOBAL WORKFORCE HAPPINESS INDEX?

It is a measure of a worker's happiness in their job and career.
A scoring system that combines a worker's:



Job satisfaction



Job loyalty



Willingness to
recommend their
current employer

THE GLOBAL WORKFORCE HAPPINESS QUADRANT

Use the index to compare how your employees measure compared to your local market.



Stranded: Dissatisfied with current jobs, but unmotivated or unwilling to make a change.



Fulfilled: Satisfied, feel positive about your company as a place of work, and are not interested in changing jobs. Never assume fulfilled employees will stay this way.



Seeker: Dissatisfied at work and looking for a change. May have one foot out the door, and are unlikely to recommend your company as their network grows.



Restless: Satisfied at work and even likely to recommend a company as a place of employment, but are open to changing jobs. Require immediate attention.

The Global Workforce Happiness Index [STUDY]

Happiness Index

Tracks Three Measures/Metrics
Job Satisfaction
Job Loyalty
Willingness to recommend the current employer
Output –
Reduced Turnover

Happiness Quadrant

Stranded	Dissatisfied but stays
Seeker	Dissatisfied and looking
Fulfilled	Satisfied and Engaged
Restless	Satisfied but open to move
Output - Diagnose Employee Problems	

Sample | Wellness Questions

Survey Area	General Wellness
Name	(Optional)
Age	
Department	
Work-Station	Head Office Branch Office WFH
Gender	
Relationship Status	
Number of Children	
List Medical Conditions	

All answers will remain **confidential and anonymous**. Please use the following scale when rating your satisfaction:

1 = Strongly Disagree

2 = Disagree

3 = Neutral

4 = Agree

5 = Strongly Agree

Work Environment						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I am happy with my working environment						
My desk/chair are in good condition						
The office is well lit						
The office is sufficiently aired						
There is an accessible water point in my office						
Safety						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I am provided with adequate PPEs required for my role						
I can identify the first aiders in my Department						
There is a first aid kit in my Department						
I can identify the fire marshalls in my Department						
I know where the nearest fire exit is located						
I know where the fire assembly point is located						
I know how to use a fire extinguisher						
I have participated in a fire drill this year.						
Physical Health						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I have an exercise or training routine						

I indulge in multiple fitness activities						
I have enough energy before/after work to exercise						
I am as physically active as I want to be						
My colleagues at work encourage me to get and stay healthy						
Skills Assessment						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I recover quickly after a setback at work						
When things aren't going as planned, we find a way to course-correct						
I'm comfortable making mistakes at work						
I am comfortable telling my colleagues "I don't know" or "I don't understand"						
I have the necessary skills & equipment to do my job						
Job Satisfaction						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
The work I do is intellectually stimulating						
My ideas are appreciated and used at the workplace						
I receive regular feedback on my work performance						
There are training opportunities available for me to advance my career						
The company has an active reward and recognition program						
I understand how reward and recognition program works						
The reward and recognition program is fair						
I often lose track of time during the work-day						
Emotional Wellbeing						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I have a meaningful conversation with someone at work every day						

I have strong relationships with others at work						
I practice empathy and mindfulness when dealing with my colleagues						
Nutrition						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I snack often during work hours						
I usually have a healthy snack						
I have all my meals in the staff cafeteria						
I carry my meals from home						
I would eat in the staff cafeteria if they offered health options						
I do not like the food options offered the staff cafeteria						
Medical						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I have used my medical insurance multiple times this year						
I have not used my medical insurance this year						
I have had a medical procedure this year						
Mental Health						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I feel stress from work is affecting my personal life						
I'm too tired to concentrate at work						
I can "shut off" work when I want to/ need to						
I use tobacco products						
I consume alcohol						
I am open to working with a counsellor						
Financial Health						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I require education on how to budget						
I am financially secure						
I need a salary review						

I can handle a major unexpected expense						
I don't worry about my financial future						
I will have enough wealth to retire						
Wellness Program Suitability						
Rating Please Tick Appropriate Box	1	2	3	4	5	Comment
I would be interested in attending a wellness program at work						
I would be interested in attending a wellness workshop and or focus group						
I would never get time to attend wellness activities during office hours due to the nature of my job						
I don't think my boss will allow me to attend a wellness program during office hours						
I am willing to participate in free wellness activities only						
I am willing to contribute financially to subsidized wellness activities						

[Disclaimer: This survey is not conclusive. Note that the questions provided are for guidance purposes ONLY]

Common Pitfalls of Wellness Programs

Below are the common pitfalls you may encounter and possible remedies for setting up and running wellness programs in the workplace.

Pitfall	Solution
Your Program Design is too Complicated	<ul style="list-style-type: none"> - Simplify it! - Make it easy to identify the benefits. - Do not create an information overload. - Ensure it is easily accessible to ALL employees
Low Participation Rates	<ul style="list-style-type: none"> - Make wellness part of your values. - Embed it into your corporate culture. - Give incentives -> give awards – internal shout outs. - Encourage the leadership uptake
Communication Strategy is not creating a buzz	<ul style="list-style-type: none"> - Be creative. - Use office lingo, slang – make the communication cool. - Personalize the message. - Communicate often – Add in Reminders
Using Wrong Metrics	<ul style="list-style-type: none"> - Track participation = Step 1 - Enhance data collection tools = Step 2 - Review data touch points = Step 3 - Report analyzed numbers = Step 4
Not Achieving Projected ROI <ul style="list-style-type: none"> - Do not overpromise. - ROI are realized over time. - Make sure the goals set are achievable. - Use correct metrics 	
Wellness Program Causing Stress	<ul style="list-style-type: none"> - Do not overcomplicate the program. - Have fun with it – do not make it a chore. - Spread the responsibility. - Incorporate other programs e.g., CSR

Privacy Issues	<ul style="list-style-type: none">- Ensure there is no personal space infringement.- Maintain confidentiality of information
Cost of Wellness Program	<ul style="list-style-type: none">- Consider the length of time it will take for ROI realization.- Subsidize programs requiring cash from employees.- Implement low-cost initiatives
Breaking Habits	<ul style="list-style-type: none">- Respect boundaries – you are dealing with adults

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Bringing Your Best Self to Work;

**A Practical Approach
to Workplace Wellness**

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