



Program Planning and Implementation

Checklist for Taking Action at your Worksite

- Support from leadership including senior executives has been received.
- A workplace health committee or council has been formed.
 - Workplace Health Coordinator identified.
 - Committee has representatives from a broad range of organizational units.
 - Committee has diverse representation of managers, employees and their representatives (unions), and community organizations.
- Finalize any data collection that is outstanding.
- List five priorities for your organization's Worksite Health Plan based on data collected.
 - These priorities can be general (i.e., heart disease, low back pain, stress, tobacco use).
- List ways each priority can be addressed at an organizational and individual employee level.
 - This is a brainstorming exercise. You do not need to decide details like, "Who, What, Where, When, How Much," yet. Remember the Mission/Vision Statement of the program as well as business goals and objectives. Use CDC resources in this process.
 - Consider viable policies or environmental changes for your worksite and awareness, education, and behavior change programs for employees (See Worksite Health Intervention Strategies on page 65).
- Complete Worksite Health Plan with attention to
 - WHO you are targeting.
 - WHAT you want to do.
 - HOW MUCH you want behavior to change.
 - WHEN you want the goal to be met.
 - WHERE you want to use community resources to support worksite health programs.
 - Define roles and responsibilities for key stakeholders including vendors or community partners.
 - An evaluation plan.
 - A communication plan.

- Discuss benefit plan design with the appropriate resource at your worksite to decide whether or not benefit structure can be enhanced to support programming.
- Develop a budget for each intervention in your plan. Can existing resources be leveraged to accomplish goals? What free resources are available for your plan?
 - Staffing.
 - Space.
 - Finances such as vendor contracts or incentives.
 - Partnerships with community organizations.
 - Equipment, materials and supplies.
- List three possible barriers for senior management participation in your interventions and develop at least two ways each barrier can be addressed.
- List three barriers for employee participation in your interventions and develop at least two ways each barrier can be addressed.
- Determine what programs and interventions can be added to your Year Two and Year Three plans. (Slide 34)
 - Begin work on adding these interventions to the next two year's plans using your Year One plan as a starting point. Some programs will be repeated and enhanced. Others may be changed or dropped.
- Communications.
 - Program has branded the health strategy, including a logo.
 - Materials and messages are culturally competent, relevant, and at a sufficient level of health literacy.
 - Messages use a variety of channels such as e-mail, newsletters, intranet, etc.
- Process for regularly reporting progress to key stakeholders including leadership is in place.

