Support from leadership including senior executives has been received.

A workplace health committee or council has been formed.
  o Workplace Health Coordinator identified.
  o Committee has representatives from a broad range of organizational units.
  o 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.
  o 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.
  o 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.
  o 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
  o WHO you are targeting.
  o WHAT you want to do.
  o HOW MUCH you want behavior to change.
  o WHEN you want the goal to be met.
  o WHERE you want to use community resources to support worksite health programs.
  o Define roles and responsibilities for key stakeholders including vendors or community partners.
  o An evaluation plan.
  o 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.
Resources:

- Refer to the CDC Workplace Health Promotion pages for information on Planning/Workplace Governance, Health Topics, and Implementation.
  