

## Action Plan: Employee wellness Program

**Objective:** Implement an employee wellness program to improve overall health, morale and productivity within 2 months.

<i>Weeks/ Duration</i>	<b>Task &amp; Descriptions</b>	<b>Responsible Team</b>	<b>Resource Needed</b>	<b>Monitor &amp; asses</b>	<b>Review &amp; adjust</b>
<i>Week 1</i>	<b>Conduct Survey:</b> Create and distribute a survey to understand employees' wellness needs, interests, and preferences	HR Department, Wellness Committee	Survey tools (e.g., Google Forms, SurveyMonkey) Employee contact information	Track the response rate and ensure it reaches at least 70% of employees. Analyze survey data to identify key wellness needs and preferences.	Review the survey results and adjust the wellness program activities based on identified needs.
<i>Week 2</i>	<b>Discuss a range of wellness activities:</b> extract information from the first survey	Data Analyst	BI Tools	Analysis based on visualizations	Adjust activities based on the analysis
<i>Week 3, 4</i>	<b>Develop a range of wellness activities:</b> fitness classes, mental health workshops and healthy eating initiatives	HR Department, Wellness Committee, Finance Department	Consultations from a nutrition expert, a fitness coach and a therapist	Monitor the reaction of the employees on the ideas of the activities based on the feedback	Adjust the activities based on the feedback

Week 5	<b>Partner with local health professionals:</b> to offer on-site wellness services such as health screening and nutrition consultation	HR Department, Legal Team	Contact list, partnership agreements	Monitor booking rates and feedback	Adjust partnerships or service offerings based on employee feedback and participation levels.
Week 6, 7	<b>Create a Communication Plan to Promote the Program Internally:</b> Develop and execute a communication strategy to promote the wellness program internally to all employees	HR Department, Internal Communications Team	Email templates, Design tools (e.g., Canva, Adobe Suite)	Monitor communication engagement metrics such as email open rates, intranet visits, and webinar attendance	Refine the communication strategy based on engagement data. Use more effective channels or messaging to reach more employees.
Week 8	<b>Monitor Participation Rates and Gather Feedback to Continuously Improve the Program:</b> Track participation in wellness activities and services and gather employee feedback to assess program effectiveness.	HR Department, Wellness Committee	Feedback tools	Regularly monitor participation rates and feedback to identify trends, areas of success, and areas needing improvement.	Conduct quarterly reviews to evaluate the wellness program. Adjust activities, communication, or resources based on participation trends and feedback.

#### Team members :

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