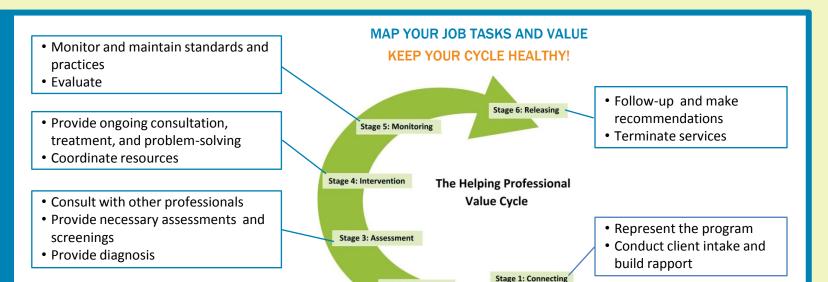




HEALTHY WORKPLACES FRAMEWORK FOR HUMAN-SERVICE AGENCIES

The Helping **Professional** Value Cycle

This process makes up day-to-day work of helping professionals. Keeping the cycle strong means strong employees, a strong agency, and excellent services to clients.



Stage 2: Learning

The Agency Wellness Cycle

Agencies use this cycle to guide the process of developing, implementing, and evaluating wellness initiatives.

FOLLOW THE CYCLE FOR CONTINUOUS IMPROVEMENT

Planning

 Measure the effectiveness of the initiative against the goals

· Research, investigate, and explore

- Make recommendations and plan for the next initiative
- Implement planned activities
- Monitor the plan implementation
- Review the progress
- · Adjust and promote
- Survey, discussions, and consultation · Analyze data and results 4. Review 1. Needs Assessment and and **Evaluation Analysis** The Agency Wellness Cycle 3. Initiatives 2. Initiatives
 - Set goals for the initiative
 - Develop activities and timeline
 - Develop policies and procedures

We're the

The Wellness Capacity Maturity Model

The model represents stages of development of agency's support for the Employee value Cycle and the Agency Wellness Cycle.

WHERE IS YOUR AGENCY LEVEL OF WELLNESS? Time for leaders! wellness training! Time for a review! Wellness? It's in my job description. Level 5: Evolving I hate my Level 4: Trained The Agency Wellness Cycle and the Helping Level 3: Reviewed The Agency Wellness Professional Value Cycle and the Helping Cycle are defined, The Agency Wellness Level 2: Written Professional Value written, reviewed, Cvcle and the Helping Cycle are defined, trained, and Level 1: Defined The Agency Wellness Professional Value continuously evolving. written, reviewed and Cycle and the Helping Cycle are defined and trained. They set industry The Agency Wellness Professional Value supported by written standards. Cycle and the Helping Cycle are defined and policies which are Professional Value supported by written reviewed Cycle are defined. policies. systematically.

Implementation

The Healthy Workplaces **Framework**

All wellness initiatives should be developed based on and evaluated against the five pillars, following the Wellness Process of this Framework.

Wellness Leadership

Leaders at all levels committed to the Wellness Cycle form the Wellness Committee.

Wellness Pillars

The Wellness Committee uses these outcomes as goals for evaluating initiatives and finding new programs.

Wellness Process

The Wellness Committee follows this process to achieve excellence in programs and continuously improve.

BUILD YOUR WELLNESS PROGRAMS WITH LEADERSHIP, PILLARS, AND PROCESS

Work Share Have a **Know** Your **Practice** with Your **Strong** Self Care Your Wellness Challenges Team **Agency** Ideas

Wellness Initiatives

- Start a running, walking, biking, hiking, yoga, gym club
- Provide time for stress relief break/ team coffee time
- Schedule time and organize team building/ wellness activities
- Create a wellness newsletter and handbook with information on how to use available resources to keep healthy
- Incorporate wellness issues into training for staff and staff
 - meetings
 Start a mentorship program
 - Provide the Be a Wellness Leader training













