

Sample Communication Plan

Goals:

- 1. To increase awareness of the wellness committee
- 2. To educate the staff about workplace wellness
- 3. To explain the upcoming steps of the wellness committee to staff4. To explain the need for an employee health survey
- 5. Others...

Activities to achieve the goals	Person Responsible	Initiation Date	Indicators for Success
Poster promoting the new wellness			Comments from
committee			staff
Weekly Email updates about workplace			
health topics			
Bulletin board for wellness topics			
Create a fact sheet about Balanced			
Workplace Health			
Promote the importance of the employee			
health survey			

