



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 staff
 4. 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 committee			Comments from 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			