

# Introduction

This toolkit is designed to provide you with information, tools and resources to assist you in developing and implementing wellness programming at your worksite. The resources you'll find inside are designed to be easy to implement and require a minimum of effort, yet provide measurable successes.

In the "Getting Started" section, you'll find the information you need to get your program off the ground, including a position paper on the value of investing in worksite wellness which you can share with key decision-makers in your organization to obtain their support; a guide to the seven key steps in building a wellness program; tips on how to develop a wellness committee; and a sample letter from a senior leader to employees announcing the organization's new wellness initiative.

In the "Tools" section, you'll find samples of some of the basic tools you'll need along the way, including an employee survey, a management survey, a worksite policy and environment survey, a sample Action Plan, a sample evaluation form, and a comprehensive plan for how to implement a Health Risk Assessment in your organization.

The condition-specific sections provide easy-to-implement ideas and suggestions on how to leverage BCBSNC programs such as Member Health Partnerships and Blue Points to improve your employees' health, along with creative ideas for other initiatives you can implement at your worksite, such as healthy vending machine options, "Take the Stairs" campaigns, walking programs, and how to become a smoke-free organization.

Your Account Representative can assist you in obtaining any of the materials or resources referenced throughout this toolkit.

Remember, building your wellness program is a journey. Make sure you start off with a solid foundation, set realistic goals, and measure your progress along the way. BCBSNC is here to help you with every step!