

Your Guide to the Benchmark 1 Toolkit

The path outlined below is the recommended sequence for completing the Benchmark 1 toolkit resources. However, there is no single “correct” order—The process is flexible and can be adapted to fit your organization’s unique needs. What matters most is continuing to make progress.

The Well Workplace® Process is iterative and dynamic, providing insights to help move your wellness initiatives forward. As your organizational culture evolves, revisit these resources annually to keep wellness a central focus.

1. **Wellness Leadership Survey | [Sample Survey](#)**

Start by assessing the current level of leadership support for wellness, allowing for any gaps to be identified early on.

2. **Avoid “Recreating the Wheel”: Opportunities for Influence and Culture Change Reference Guide | [Quick Guide](#)**

Leverage this guide to understand opportunities for influencing and changing the workplace culture.

3. **The Wellness Alliance’s Five Questions to Ask Leadership | [Template](#)**

Follow up by evaluating how leadership values wellness, which will help set the tone for the rest of the process.

4. **Developing Your Vision and Mission Statements | [Quick Guide](#)**

Define the core purpose and vision for your wellness initiative, aligning this with the overall vision and mission of the organization.

5. **Six Steps for Capturing Leadership Support | [Template](#)**

Once you’ve assessed leadership support and landed on a vision and mission, use this template to enhance or secure further support.

6. **Workplace Wellness Organizational Identity Audit: Facilitation Guide | [Template](#)**

Conduct an audit to understand your organization’s wellness culture and where improvements can be made.

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7. The Internal Workplace Wellness Evaluation | [Template](#)

Plan how to evaluate the wellness initiatives within your organization to track progress and identify areas for improvement over an employee's life cycle.

8. Stakeholder Workplace Wellness Program "Personas" Worksheet | [Quick Guide](#)

Work through stakeholder personas to ensure the wellness program is designed to meet various needs across the organization.

9. Business Allyship: A Playbook for Influence | [Quick Guide](#)

Use the power of coaching and influence to drive buy-in, decision making, and ultimately the business partnership needed to make your workplace wellness strategy a success.

10. Individual Wellness Plan (IWP) Template | [Template](#)

Provide this tool for leaders and individuals to track and develop their personal wellness goals as part of the larger wellness initiative.

11. Walk the Walk: Leader Wellness "Rhythm" Meetings Guide | [Quick Guide](#)

Implement meetings with leaders to ensure they are modeling wellness behaviors and to keep wellness a top priority.

12. Leadership Workplace Wellness Initiative Feedback—Focus Group Facilitation Guide | [Quick Guide](#)

Gather feedback from leaders through focus groups to refine your wellness program.

13. [Additional Resources](#)

This section includes other beneficial resources to support your Benchmark 1 progress.