

Your Guide to the Benchmark 2 Toolkit

The path outlined below is the recommended sequence for completing the Benchmark 2 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. [Accountability, Alignment, and Ownership | Quick Guide](#)

Discover how accountability, alignment, and ownership make collaboration work in your own organization.

2. [Identify Your Problem/Opportunity Statement: Moving From a Wellness-Focused Problem to a Business-Focused Problem | Quick Guide](#)

Understand the specifics of what you need support for. Then, you can better determine which stakeholders you need to involve.

3. [Identifying Key Stakeholders | Quick Guide](#)

Once your problem statement is written, you’re ready to start identifying key stakeholders.

4. [Bringing Stakeholders Together | Quick Guide](#)

Now that your problem statement and stakeholders are identified, you can start involving your stakeholders in meaningful ways.

5. [Top Seven Meeting Facilitation Tips | Quick Guide](#)

This quick guide is designed to help bring key stakeholders together.

6. [Wellness Team Meeting Template | Template](#)

Reference this template to track and report progress at each wellness team meeting.

7. [Sample Committee Meeting Agenda | Template](#)

Use this sample to help build your wellness committee meeting agenda.

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8. [Sample Terms of Agreement](#) | [Sample Policy](#)

Refer to this sample policy to build your own terms of agreement document.

9. [Best Practices for Collaboration](#) | [Quick Guide](#)

Use this quick guide to reference best practices for collaboration.

10. [Collaboration Self-Assessment](#) | [Sample Survey](#)

Complete this sample survey to learn where you and your team excel and can improve with collaboration skills.

11. [Creating Win-Win Outcomes](#) | [Quick Guide](#)

Adopting a win-win mindset will turbocharge your collaborative efforts. Use this quick guide to learn how.

12. [Beginner's and Growth Mindset](#) | [Quick Guide](#)

Learn how to adopt a beginner's and growth mindset to help in collaboration efforts.

13. [Asking Thought-Provoking Questions](#) | [Quick Guide](#)

This resource is designed to help you ask not just any questions, but thought-provoking ones.

14. [Managing Conflict](#) | [Quick Guide](#)

Conflict is a natural byproduct of human interaction. Use this quick guide to help manage it.

15. [Troubleshooting Your Collaborative Efforts](#) | [Quick Guide](#)

Utilize this resource to help troubleshoot problems with collaboration efforts.

16. [Reflect and Learn](#) | [Quick Guide](#)

This quick guide teaches how to prioritize reflection and analysis after an experience that matters.

17. [Additional Resources](#)

This section includes other beneficial resources to support your Benchmark 2 progress.