



Development Cycle Step: Introduction
Module 0.2: Infrastructure
Key Takeaways and Action Checklist

Key Takeaways

In this module you learned:

1. The Internal infrastructure necessary for your wellness initiative including the Wellness Sponsor, the Wellness Champion and the Wellness Committee.
2. The characteristics and responsibilities of the Wellness Sponsor
 - a. **Characteristics of the Wellness Sponsor**
 - Embraces role of executive leader of the Wellness Initiative
 - Eager to develop the vision for the Wellness Initiative
 - Ready to communicate the importance of the initiative to employees and leadership
 - Willing to regularly participate and be a role model
 - b. **Responsibilities of the Wellness Sponsor**
 - Appoints the Wellness Champion ^[L]_[SEP]
 - Helps the champion select the Wellness Committee ^[L]_[SEP]
 - Ensures that the Wellness Champion and Wellness Committee can dedicate the ^[L]_[SEP] time to plan and implement the Wellness Initiative
 - ^[L]_[SEP]
 - Ensures that office and financial resources are available to plan and implement the initiative ^[L]_[SEP]
 - Acts as a role model by participating and promoting the wellness initiative
 - Serves as the executive voice of the Wellness Initiative through communication to employees and leadership
3. The characteristics and responsibilities of the Wellness Champion
 - a. **Characteristics of the Wellness Champion**
 - Understands the organization's vision
 - Tries to be a role model and live a healthy lifestyle
 - Has leadership and delegation skills
 - Has strong communication, and management skills
 - Is politically savvy
 - b. **Responsibilities of the Wellness Champion**

- Helps Wellness Sponsor choose Wellness Committee Members
 - Leads the Wellness Committee
 - Oversees and manages the processes of the committee
 - Keeps the committee focused on achieving the goals of the wellness program
4. The characteristics and responsibilities of the Wellness Committee Members
- a. **Characteristics of the Wellness Committee Members**
 - Are willing to participate in committee work and program activities
 - Follow through on their commitments
 - Have personal leadership skills
 - Are results oriented
 - Are seen as leaders in their work groups
 - b. **Responsibilities of the Wellness Committee Members**
 - Plan, implement and evaluate the program
 - Act as the voice of the wellness program
 - Participate and motivate others
5. Ways to develop Wellness Committee protocols including developing a meeting schedule, reviewing the Working on Wellness program schedule and activities and establishing project management processes for meetings, minutes and tracking.
6. External infrastructure necessary for your wellness initiative, that includes defining and partnering with your community.

Action Items Checklist

- ☐ Appoint the Wellness Sponsor
- ☐ Wellness Sponsor will choose the Wellness Champion
- ☐ Wellness Champion and Wellness Sponsor will use the Wellness Committee **Composition Worksheet** to determine the composition of the Wellness Committee.