

PASAI Human Resources Guide

Supportive material

Chapter 8 Employee wellness



Pacific auditors working
together

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Example: Ways to assess employee needs

(SNAO PASAI HR Champion Training)

1. Anonymous surveys

- Develop a simple questionnaire covering key aspects of employee wellness.
- Create checklists covering various wellness dimensions.
- Allow employees to self-assess their needs and preferences.
- Use electronic or printed materials for easy completion.
- Ensure anonymity to encourage honest responses.

2. Focus group discussions

- Organise small group discussions to gather qualitative insights.
- Use open-ended questions to encourage participants to share experiences and suggestions.
- One-on-one conversations:
 - Schedule individual meetings with employees for confidential discussions.
 - Listen actively and ask targeted questions to understand wellness concerns.

3. Utilise existing data

- Review employee absenteeism rates, turnover rates and performance metrics.
- Identify potential indicators of wellness issues through data analysis.
- Gain insights into areas requiring attention.

4. Employee feedback platforms

- Implement dedicated platforms for employees to provide feedback.
- Use suggestion boxes, digital tools or dedicated email addresses.
- Regularly review and analyse the feedback received.

5. Benchmarking and best practices

- Research wellness programmes and initiatives in similar organisations.
- Consider aligning practices with available resources.

6. Analysis and action

- Analyse gathered information for common themes and areas of concern.
- Prioritise actions based on available resources and impact potential.
- Regularly communicate assessment results and steps taken to address wellness needs.

Template: Employee wellness plan

Introduction: (purpose and key components of the plan)

Overall goal employee wellness: (to improve/reduce/change/support)

Assessment: (describe way of chosen method to assess)

Summarise findings of assessment: (clarifying needs of change)

| INTERVENTION What is the activity | ASSIGNED RESPONSIBILITIES Name of staff member | EXPECTED CHANGE Why need of change | EXPECTED GOAL What to achieve and relate it to overall objective | TARGET GROUP Who is to be addressed | EVIDENCE OF CHANGE Indicators/ monitoring | TIMELINE Start/end |
|--------------------------------------|---|---------------------------------------|---|--|--|-----------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
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