



Emotional Wellness Program Checklist for HR Professionals

By following this checklist, HR managers can create or enhance an emotional wellness program that fosters a healthier, more productive workplace. Feel free to contact us for additional questions and guidance.

1. Assess Current Employee Needs

Survey employees to understand their emotional wellness concerns (e.g., stress, anxiety, work-life balance).

Analyze absenteeism and turnover rates to identify possible emotional wellness gaps.

2. Set Clear Objectives

Define goals for the program (e.g., reduce stress by 25%, increase engagement by 15%).

Align emotional wellness goals with company objectives like productivity and retention.

3. Secure Leadership Buy-In

Present data on ROI of emotional wellness programs (e.g., 28% reduction in absenteeism, 42% increased engagement).

Gain support from executive leadership to ensure company-wide adoption.

4. Build a Diverse Wellness Team

Involve a cross-functional team (HR, management, mental health professionals) to design and implement the program.

Appoint wellness champions across departments to promote the program.

5. Design Holistic Program Components

Include mental health resources: emotional wellness seminars, therapy, stress management workshops, mindfulness training.

Implement physical health programs that impact emotional wellness (e.g., fitness classes, nutrition counseling).

6. Incorporate Flexibility

Offer multiple engagement options (e.g., virtual workshops, self-paced content, in-person counseling).

Provide workplace flexibility: remote work options, flexible hours.

7. Partner with External Providers

Collaborate with providers such as Moving Forward Strategies, and other assistance programs who offer professional emotional and mental health support.

Leverage wellness platforms (e.g., Headspace, Calm) for mindfulness and mental health training.

8. Create a Communication Strategy

Regularly promote the program via internal newsletters, email campaigns, and team meetings.

Emphasize anonymity and confidentiality to encourage participation.

9. Measure and Monitor Progress

Use KPIs such as participation rates, employee satisfaction surveys, and productivity metrics.

Regularly assess impact through feedback loops, adjusting the program based on employee input.

10. Promote a Positive Culture

Encourage open dialogue around emotional well-being and mental health.

Celebrate milestones and improvements, recognizing employees who participate in the wellness program.