

## Leadership Workplace Wellness Initiative Feedback—Focus Group Facilitation Guide

**Instructions:** This facilitation guide is aimed at collecting feedback and ideas from your leadership team on the progress of your workplace wellness initiative.

### Meeting Objectives:

1. Provide progress updates (including past actions and future plans) and offer a brief background for new leaders.
2. Discuss where and how wellness has been operationalized within the teams. Share best practices.
3. Identify areas with the greatest need for improvement.
4. Identify suggested priority areas to address within the teams and across the organization.

**Timing:** Designate 60-90 minutes for the meeting (depending on the level of detail). Leverage a standing meeting if possible!

**Who to Include:** Consider your most influential stakeholders by leveraging the **Stakeholder Workplace Wellness Program “Personas” Worksheet** for reference.

### Sample Feedback Meeting Invitation Email:

Hello everyone!

At the recent <<company name>> town hall, we shared updates on our **workplace wellness initiative** (rename if needed) and the progress we’ve made since its inception last year. As you know, wellness and the holistic well-being of our team members are top priorities, and they are integrated into our organizational mission and strategic plan.

At <<company name>>, we all have a responsibility to ensure the initiative’s success and to identify areas for improvement, and we would love to hear your feedback!

The purpose of this meeting is to review your feedback on the initiative and assess how your team is utilizing and adopting the initiatives we’ve rolled out thus far. This is also an opportunity to celebrate our successes and identify areas where we can improve.

I look forward to discussing!

<<Name>>

### TAKE ACTION!

1. Identify your key leadership stakeholder team.
2. Send out the feedback meeting invitation email and select a time to meet.
3. Facilitate a 60-90 minute feedback session and recap key themes.
4. Incorporate feedback into your wellness plan.
5. Repeat quarterly or annually.

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TOPIC	TIMING	DESCRIPTION	TAKE-AWAYS
Initiative updates	10 minutes	Share significant initiative updates. Incorporate the most recent <b>Internal Workplace Wellness Evaluation</b> .	
Feedback: Areas of success	30 minutes	Facilitate the following questions: 1. What's going well with the workplace wellness strategy? 2. What seems like an effective and valuable driver of desired outcomes? 3. How has our workplace wellness strategy contributed to our leadership or team goals?	Capture positive stories and examples.
Feedback: Areas for improvement	30 minutes	Facilitate the following questions: 1. What can be improved? 2. Where is the adoption rate lower? 3. What are some of your concerns?	Capture areas of opportunity and examples.
Recap	10 minutes	Debrief and capture the leaders' feedback.	Identify one to three pieces of insight to bring back and incorporate into wellness updates.

### Sample Feedback Meeting Follow-Up Email:

Hello everyone!

Thank you for your participation in today's meeting. I believe we made great progress in discussing your feedback on the workplace wellness strategy. We are well on our way to identifying some tangible opportunities to improve and build upon!

I will be taking your feedback and incorporating it into our next review for further improvements. Additionally, I'd love to share <<insert success stories mentioned in the meeting>> at our next town hall. Thank you for sharing your insights!

Please note that we will be collecting feedback each quarter, so I will in touch in the next few months to check in.

Thank you for your leadership and engagement in this important initiative!

<<name>>