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# Cultivating Wellness: Playbook:

Your 101 Guide for Promoting  
Prosperity Through Mental,  
Physical, and Emotional Health  
in the Workplace



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# Welcome!

Welcome to the Cultivating Wellness workbook, your guide to promoting holistic health in your organization! This practical guide will walk you through suggested content, group and individual activities, and personal reflections aimed at promoting individual mental, physical, and emotional health in your organization.

The recommended content titles referred to in this guide can be found in The BizLibrary Collection. Before the start of your program, we recommend you assign these courses to your learners via your company LMS. This gives your learners easy access to important content and provides you with valuable reporting data to measure participation and training effectiveness.

BizLMS also offers grouped content in the form of learning initiatives and curated learning paths! These carefully crafted lists offer additional resources and suggest related content in areas important to your training goals. You can learn more about what learning initiatives are and how they can enhance your training program by watching the video linked [here](#).

Along with the suggested content provided in this guide are activities encouraging deep personal reflections and promoting greater information retention. The activities and reflections are designed to help learners process and understand the impacts health has on their job role and connect them with other teammates who may be experiencing similar worries or predicaments.

We highly recommend pairing suggested content with the activities included in this guide for an optimal training experience. The content and activities can be tailored to your company's specific needs and are meant as a starting point for promoting wellness in your organization.

**Let's get started!**



# Use Case

What are the benefits of having a wellness training program?

Workplace wellness training programs offer positive impacts for both employers and employees alike! When employees feel cared about and are given tools to address individual wellness needs, they tend to produce higher quality work at faster rates, have increased morale, and suffer less from chronic stress and anxiety.

Conversely, the impacts of poor mental, emotional, and physical health amongst employees have a direct link to several of the biggest issues facing organizations today. Including,

- ✓ High turnover & Difficulty Hiring
- ✓ Poor Quality & Production Rates
- ✓ Increasing “On-The-Job” Incidents

These issues also have devastating financial consequences and impact the stability of an organization. Discover more about why you should have a wellness training program in our ebook, [Changing Minds: Mental Health at Work and How to Better Support Your Employees.](#)

## **When it comes to wellness, there is no one-size-fits-all solution.**

While some topics and training content are seemingly straightforward, wellness training can feel less direct and daunting. One of the most popular terms in the health and wellness industry is “personalized”, and for obvious reasons, as every person’s experiences and situations are different.

This unique challenge means that implementing a successful wellness training program will require flexibility, and addressing mental, physical, and emotional health information that is broad but that leads employees to suggested content where they can learn information that pertains to their personal situations and circumstances.

The purpose of this workbook is not to provide a cookie-cutter training program with lists of what people need to do to be well.

Instead, this guide will:

- ✓ Offer practical tools for talking about health
- ✓ Provide information on what to do in a crisis
- ✓ Offer customizable strategies for promoting holistic personal wellness in the lives of your employees

The suggested content alongside each topic along with the personal reflections creates that personalized touch that is missing from so many other programs.

So, let’s dive in! We can’t wait to hear the long-lasting, positive impacts that cultivating wellness in your organization will bring!

# Who? What? Where? When? Why? How? Tips to boost your Wellness Training Program.



## Who will get the most out of this guide?

This guide is set up to foster mental, emotional, and physical wellness for your employees! Organizations with these types of programs statistically have a better company culture, lower turnover, and higher rates of success!

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## Whose support does your program need?

No matter which program you're trying to implement, it is vital to have the support of C-suite or VP leadership. Here are some key statistics you can use to market your health and wellness training program to C-suite members:

- ✓ 63% of U.S. workers are ready to quit their jobs due to stress\*\*\*.
- ✓ 41% of surveyed workers said that stress has impacted their productivity\*\*\*.
- ✓ Eight in 10 employees would consider leaving their current position for a company that had more of a focus on employee mental health\*\*.
- ✓ 38% of HR leaders believe their companies support employees' physical wellbeing\*.
- ✓ 17% of employees say they feel supported by their employer in managing their physical wellbeing\*.
- ✓ 60% of CEOs believe their companies are empathetic towards their employees\*.
- ✓ 24% of employees feel their employers are empathetic towards them\*.
- ✓ 74% of employees say they would work longer hours if their employer were empathetic\*.

\* 2019 Mind Share Partners Report

\*\* 2022 Zippia Report

\*\*\* American Institute of Stress

From these statistics, it is obvious that providing wellness training should be a top priority in retaining new talent and maintaining excellent company culture. When securing buy-in from key supporters it is also important to show how you will measure success. Keep reading to learn how we recommend you measure success!

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## What can you expect to gain from this guide?

From this guide, you can expect learners to gain strategies for being proactive about their mental, physical, and emotional health, and what to do when they are experiencing a crisis. Using the tools in the guide- your learners will be better prepared to face daily challenges and feel like their organization truly cares about their wellbeing.

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## Where should this training take place for optimal success?

The following program is set up to be executed through a combination of mediums- self-study video lessons, coaching exercises, etc. When developing new skills, practicing with others strengthens neuropathways and reprograms less than desirable reflexive responses. Throughout this guide, your learners will be encouraged to participate in group and individual activities that foster information retention and develop practical everyday skills.

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## When should the training be completed?

The following stages (1-5) are most effective when learners are given 6-18 months to complete the program, spending 4-6 weeks on each stage. Trainers will want to allow time in between stages for their learners to practice what they have learned and apply it to their lives.

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## Why does wellness training matter?

Employees' health and wellness greatly impact the prosperity and culture of any organization. By supporting and offering health resources, like this training program, your employees will feel empowered to do their best work and address health needs without fear of losing their jobs.

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## How can you measure the success of your program?

The Kirkpatrick Model is an excellent resource to consider when creating KPIs for your program. Below are some suggestions on how to incorporate this model into your wellness training program.

### 1

#### *Level 1: Reaction, Satisfaction, and Intention.*

- ✓ Evaluate the response from learners – specifically, how they felt about the training course materials and activities.
- ✓ At this level, you should also measure engagement from your learners. Do you have 100% participation in your events and activities? If not, you may need to reach out to learners for more information on what they need to give the necessary time and attention to the program.

Some common issues learners face are:

- ✓ not enough allotted time to complete training,
- ✓ excess stress and responsibilities,
- ✓ difficulty with work/life balance, and
- ✓ fear of speaking up when they don't understand a concept

### 2

#### *Level 2: Knowledge Retention.*

- ✓ Measure how effectively the information was absorbed by your learners. Typically, this is done through testing like the self-assessment template and group role play.
- ✓ Fully utilize the self-assessment tool by comparing ratings from each stage.

### 3

#### *Level 3: Application and Implementation.*

- ✓ Measure the degree to which your training has influenced the behavior of the participants, and how they are applying their new knowledge in their lives.
- ✓ Do not be afraid to engage with your learners. A great way to do this is by sending a survey to learners before and after the program as a way to measure the relevancy and effectiveness of your program.

4

#### Level 4: Business Impact.

- ✓ Measure the impact your training has had at the business level and get a clear sense of ROI for your training program. If you are looking for a deep dive into using the Kirkpatrick Model for evaluating training in your organization, download our [free ebook here](#).
- ✓ At this level, you should start seeing measurable results that you can show to your C-Suite and VP-level stakeholders!

5

#### Level 5: Return on Investment (ROI) Calculator.

We have found that ROI is the best way to highlight the success of your program to your stakeholders! Here is a simple formula to help you get started! You can learn more about measuring ROI in our [blog post here](#).

A graphic showing the ROI formula on a white sticky note with green corner tabs. The formula is: Return (Benefit) divided by Investment (Cost) equals ROI. The word 'ROI' is in large, bold, black letters. 'Return (Benefit)' is in black with '(Benefit)' in green below it. 'Investment (Cost)' is in black with '(Cost)' in red below it. An equals sign is between the fraction and 'ROI'.
$$\frac{\text{Return (Benefit)}}{\text{Investment (Cost)}} = \text{ROI}$$

# Using this guide for optimal success.

The following stages are based on the three fundamental categories of wellness: mental, emotional, and physical.

We recommend following these stages as outlined in this guide, because, while the concepts overlap, the terminology and insights are designed to build naturally over the length of the program.

A quick outline of each stage can be found below.

## 1 Stage 1- Physical Wellness- How connecting with and treating our bodies well impacts our health.

*Learning Outcomes:*

- ✓ What is “physical health”
- ✓ Common misconceptions about physical health
- ✓ What impacts physical health
- ✓ Practical ways to lead a physically healthy life

Stage 1 provides insights on how to lead a physically healthy lifestyle and leverage physical health to improve one’s mental and emotional well-being.

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## 2 Stage 2- Mental Wellness- The “mind” in mind and body health.

*Learning Outcomes:*

- ✓ What is “mental health”
- ✓ Common misconceptions about mental health
- ✓ Mental illness and how to get the help you need
- ✓ What impacts mental health
- ✓ Practical ways to lead a mentally healthy life

Stage 2 provides helpful insights on addressing mental health challenges, where to go for help, and how to cultivate a mentally healthy lifestyle.

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**3**

## **Stage 3- Emotional Wellness- How physical and mental health help regulate our emotions and lead to holistic health.**

*Learning Outcomes:*

- ✓ Assessing our emotions- where they come from, and what to do when we feel overwhelmed by them
- ✓ Understanding how physical and mental health impact emotions
- ✓ Strategies for processing emotions effectively in an appropriate environment

Stage 3 encourages learners to look at the root cause of their emotions, identify how mental and physical health contributes to emotional regulation, and where to healthily process feelings and share with others.

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**4**

## **Stage 4- Checking in with your Team!**

*Learning Outcomes:*

- ✓ How to facilitate wellness check-ins with teammates
- ✓ What to do when someone you know is struggling with their mental, physical, and emotional health
- ✓ How to create professional boundaries while creating safe spaces for those who are suffering.

Stage 4 focuses on professional strategies for helping team members who are struggling with their mental, physical, or emotional health.

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**5**

## **Stage 5 – Manager Wellness**

*Learning Outcomes:*

- ✓ Personal Self Care
- ✓ Leading by Example

Stage 5 is designed to encourage your managers to lead by example when it comes to their physical and mental well-being.

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# Activity Instructions

The activities included in this playbook are designed to function like learning boosters. They are useful in group settings, as individual reflections, and can be easily adjusted for remote training. We encourage you to tailor these activities to fit the needs of your organization, adding or changing them based on your unique set of desired business and learning outcomes.

Have your learners consider the following questions before they embark on this training course. Encourage them to make a mental note of any areas where they feel unprepared.

*Using a scale of 1 to 5 where 1 represents that you do not agree and 5 represents that you do agree, rate yourself on the following areas.*

*Reflect on these ratings as you move through your training program. You can also write down your reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- ✓ *I feel like I manage stress well*
- ✓ *I feel able to ask for help when I need it*
- ✓ *I exercise in ways that align with my goals*
- ✓ *I am not often overwhelmed by my emotions*
- ✓ *I am easily able to understand the root cause of my emotions*
- ✓ *I use positive self-talk when I have negative thoughts*
- ✓ *I value self-care and devote time to my wellness*

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*\*\*Note to instructors leading group training.* Consider having employees share a few of their ratings with their group. You might have each person share which of these topics they feel needs the most improvement and why. You could also have them share which topic they feel most prepared for and why. Using this methodology may help some learners process their thoughts and mentally prepare them for upcoming lessons. It is important that participants share voluntarily and that this is not compulsory to complete training.

Providing wellness incentives is another way to promote mental, physical, and emotional health within your organization! Make sure to market available employee resources, such as employee gym memberships, event tickets (like sports, concerts, and other local attractions), kickbacks for clothes and home items, or any other employee incentives you may have!

While some organizations can't offer monetary incentives, there are other means of incentivizing your employees. Some departments at BizLibrary offer a weekly "motivation" hour, where employees are given an hour back in their week and encouraged to exercise, meditate, or rest in a way that promotes their wellness! Don't be afraid to find creative ways to support your employees, at the end of the day whatever your organization can do to show your workforce that you care has value.

## The following email template can be sent to your learners before training begins as preparation for the upcoming training program!

*At [Company Name] we are dedicated to helping you achieve success as a [job title], and believe that your mental, physical, and emotional wellbeing is integral to your development and future successes. Creating a safe, inclusive workplace is important to us, and the [name of wellness training program] training program is designed to provide tools and insights into living a fulfilling life and creating a company culture that supports your health and wellbeing.*

*During this training, you will expand your understanding of mental health, gain tools that promote physical fitness and align with your personal goals and learn how mental and physical health impact your emotions. We encourage you to log into [company name's LMS] and briefly review the assigned content videos today.*

*Before you begin your training courses, take a few minutes, and complete the following self-evaluation to measure your learning as you journey through this program!*

*Using a scale of 1 to 5 where 5 represents that you do agree and 1 represents that you do not agree, rate yourself on the following areas.*

*Reflect on these ratings as you move through your training program. You can also write down your reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- ✓ I feel like I manage stress well
- ✓ I feel able to ask for help when I need it
- ✓ I exercise in ways that align with my goals
- ✓ I am not often overwhelmed by my emotions
- ✓ I am easily able to understand the root cause of my emotions
- ✓ I use positive self-talk when I have negative thoughts
- ✓ I value self-care and devote time to my wellness

*This training program is designed to provide helpful tools so you can live a holistically healthy life! We are so excited to walk with you as work through this program at [company name]. Together we will accomplish great things!*

*[email signature]*

# 1

## Stage 1- Physical Wellness- How connecting with and treating our bodies well impacts our health.

The following video courses provide insights into the importance of physical health on holistic wellness and offer practical ways to increase physical fitness that align with your personal goals.

*The following courses are just a few of the many titles found in the full BizLibrary Collection. Use these titles as guides to explore more content offerings that align best with your desired learning outcomes.*

- ✓ Fitness and Wellness
- ✓ Wellness Toolkit: Establishing a Wellness Program
- ✓ Wellness Toolkit: Handling Headaches
- ✓ Wellness Toolkit: Healthy Eating on the Go
- ✓ Wellness Toolkit: Improving Your Sleep Hygiene
- ✓ Wellness Toolkit: Modifiable Risk Factors
- ✓ Wellness Toolkit: Pregnancy Health at Work
- ✓ Wellness Toolkit: The Science of Good Sleep

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### Stage 1 Activity:

*(If you are facilitating a team training session, discuss the following questions as a group. If you are facilitating a training program with one or remote employees invite them to reflect on the following questions and ask if they would like to discuss each topic with you!)*

- What are some key takeaways or memorable moments from these training videos?
- What changes could you make in your routine to incorporate more physical activities in your life?
  - ✓ What types of physical activities do you enjoy doing?
  - ✓ How important is physical health to you?

*\*\*For trainers leading groups: Consider having learners role-play scenarios they may face in their roles to help them practice implementing their newly learned wellness strategies.*

*Using a scale of 1 to 5 where 1 represents that you do not agree and 5 represents that you do agree, rate yourself on the following areas. You can also write down the reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- ✓ My physical health is important to me
- ✓ It is easy for me to incorporate exercise into my weekly routine
- ✓ It is easy for me to incorporate exercise into my daily routine
- ✓ I exercise in ways that align with my goals
- ✓ I feel my organization encourages physical health
- ✓ I devote time to resting my body
- ✓ I value self-care and devote time to my wellness

# 2

## Stage 2- Mental Wellness- The “mind” in mind and body health.

The following video courses discuss the importance of mental health, its impact on work and daily life, and practical tips for leading a mentally healthy life.

*The following courses are just a few of the many titles found in the full BizLibrary Collection. Use these titles as guides to explore more content offerings that align best with your desired learning outcomes.*

- ✓ Expert Insights: Workplace Mental Health with Michael Wellington
- ✓ Common Sense and Mental Health
- ✓ Mindfulness at Work
- ✓ Creating a Happy and Healthy Headspace: How to Reduce and Manage Stress

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### Stage 2 Activity:

*(The following reflections are separated for individual or group settings)*

- What are some key takeaways or memorable moments from these training videos?
- What should you do if you're experiencing a mental health crisis?

#### Group Reflection:

- ✓ Discuss tips learned throughout the video courses that improve mental health.
- ✓ Discuss ways your organization addresses mental health well, and/or ways you think they could improve.

#### Individual Reflection:

- ✓ Write down or think about 3-5 changes you can make in your life that will have positive impacts on your mental health.

*\*\*Note for the trainer. Always ask if the employee would like to share some of their thoughts with you. Some learners process information best aloud, so you may need to consider that as you proceed with these activities. It is always OK to ask how each employee learns best.*

*Using a scale of 1 to 5 where 1 represents that you do not agree and 5 represents that you do agree, rate yourself on the following areas. You can also write down the reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- ✓ I feel like I manage stress well
- ✓ I feel able to ask for help when I need it
- ✓ I exercise in ways that align with my goals
- ✓ I am not often overwhelmed by my emotions
- ✓ I am easily able to understand the root cause of my emotions
- ✓ I use positive self-talk when I have negative thoughts
- ✓ I value self-care and devote time to my wellness

*Would you like additional resources designed to market health and wellness in your organization? Check out our [client support library](#) where you can find resources including a templated [email](#), [flyer](#), and [activity](#) designed to encourage employee mental health!*

# 3

## Stage 3- Emotional Wellness- How physical and mental health help regulate our emotions and lead to holistic health.

The following video lessons teach strategies for improving emotional wellness.

*The following courses are just a few of the many titles found in the full BizLibrary Collection. Use these titles as guides to explore more content offerings that align best with your desired learning outcomes.*

- ✓ Emotions at Work
- ✓ Emotional Intelligence Crash Course
- ✓ Why Take Time Off? (And How?!)
- ✓ 6 Keys to Wellbeing

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### Stage 3 Activity:

*(The following reflections are separated for individual or group settings)*

- What are some key takeaways or memorable moments from these training videos?

#### Group Reflection:

- ✓ Discuss the impacts that physical and mental health has on emotional wellness.
- ✓ What are some ways you and your team can incorporate wellness activities into your meetings?

#### Individual Reflection:

- ✓ Do you struggle with regulating your emotions?
- ✓ What are some practical ways you can start leading a more emotionally healthy life?

*Using a scale of 1 to 5 where 1 represents that you do not agree and 5 represents that you do agree, rate yourself on the following areas. You can also write down the reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- |                                               |                                                                |
|-----------------------------------------------|----------------------------------------------------------------|
| ✓ I feel like I manage stress well            | ✓ I am easily able to understand the root cause of my emotions |
| ✓ I feel able to ask for help when I need it  | ✓ I use positive self-talk when I have negative thoughts       |
| ✓ I exercise in ways that align with my goals | ✓ I value self-care and devote time to my wellness             |
| ✓ I am not often overwhelmed by my emotions   |                                                                |

# 4

## Stage 4- Checking in with your team!

The lessons in this stage focus on the dos and don'ts of supporting other people on their wellness journey and the importance of checking in on those around you.

*The following courses are just a few of the many titles found in the full BizLibrary Collection. Use these titles as guides to explore more content offerings that align best with your desired learning outcomes.*

- ✓ Mental Health First Aid
- ✓ How to Support Others With Anxiety
- ✓ Workplace Mental Health for Managers: Emotional Support
- ✓ Respecting the Boundaries of Others
- ✓ Setting Healthy Personal Boundaries

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### Stage 4 Activity:

*(The following reflections are separated for individual or group settings)*

- What are some key takeaways or memorable moments from these training videos?
- What are practical ways you can support your teammates on their wellness journey?
- What are some things you should NOT say or do that have negative impacts on other people's mental, physical, and emotional health?
- In what ways can your organization better support people to lead holistically healthy lives?

*Using a scale of 1 to 5 where 1 represents that you do not agree and 5 represents that you do agree, rate yourself on the following areas. You can also write down the reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- ✓ I feel like I manage stress well
- ✓ I feel able to ask for help when I need it
- ✓ I exercise in ways that align with my goals
- ✓ I am not often overwhelmed by my emotions
- ✓ I am easily able to understand the root cause of my emotions
- ✓ I use positive self-talk when I have negative thoughts
- ✓ I value self-care and devote time to my wellness

# 5

## Stage 5 – Manager Wellness

The following video lessons teach wellness tactics that help you put your best face forward and cope with inevitable stress. Working toward mental wellness helps you make good decisions and be an effective team leader.

*The following courses are just a few of the many titles found in the full BizLibrary Collection. Use these titles as guides to explore more content offerings that align best with your desired learning outcomes.*

- ✓ Expert Insights: Workplace Mental Health for Managers with Michael Wellington
- ✓ Lead by Example

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### Stage 5 Activity:

*(The following reflections are separated for individual or group settings)*

- Do you think your mental well-being has a direct impact on your team? Why or why not?
- What are some key takeaways or interesting thoughts you had after watching these video lessons?
- What are some ways you can make space for self-care in your day-to-day role as a manager? In what ways could this impact your job performance?
- What are the risks of not prioritizing your mental health?
- How can prioritizing your mental health impact your team?

*Using a scale of 1 to 5 where 1 represents that you do not agree and 5 represents that you do agree, rate yourself on the following areas. You can also write down the reasons or thoughts behind each rating as a tool for measuring your progress as you develop and enhance your skills.*

- |                                               |                                                                |
|-----------------------------------------------|----------------------------------------------------------------|
| ✓ I feel like I manage stress well            | ✓ I am easily able to understand the root cause of my emotions |
| ✓ I feel able to ask for help when I need it  | ✓ I use positive self-talk when I have negative thoughts       |
| ✓ I exercise in ways that align with my goals | ✓ I value self-care and devote time to my wellness             |
| ✓ I am not often overwhelmed by my emotions   |                                                                |

# Congratulations on completing the Cultivating Wellness Playbook: Your 101 Guide for Promoting Prosperity Through Mental, Physical, and Emotional Health in the Workplace!

Once your learners have completed the program send them this follow-up email.

Congratulations [insert name] on completing this [Wellness Training Program Name] training program! We hope you use these tools to balance your work and life circumstances and embark on a life of holistic health!

In this course, you learned how important wellness is, and with that in mind, we would love to hear your final reflections on this [Wellness Training Program Name] Training Course.

Please let us know what you liked most about this course and share any areas you think need improvement.

We are so excited to walk with you as you continue your career journey here at [company name]. Together we will accomplish great things!



# Health and Wellness Playbook Recap

Now that your learners have completed this training guide, they have the tools to pursue a holistically healthy lifestyle!

We would encourage assigning refreshers of these or related courses every quarter to help learners continue developing their skillset and keep what they have learned throughout this guide top of mind.

We also have several other amazing guides that are available for you to use! Check out:

- ✓ Creating a Culture of Compliance: Your 101 Guide for Building a Robust Compliance Program
- ✓ Diversity, Equity, and Inclusion (DEI) Playbook: Your 101 Guide for Creating a Culture of Belonging and Allyship
- ✓ New Manager Playbook: Your 101 Guide for Training New Managers
- ✓ Onboarding Playbook: Your 101 Guide for Creating an Engaging Experience from Day One with Your New Hires
- ✓ Creating a Safe Workplace Playbook: Your 101 Guide to Keeping Your Employees out of Harm's Way

As your learning partner, we love hearing how we can better support your training program initiatives.

## Need help strategizing KPIs and Business goals?

Developing KPIs is important to measuring growth, but knowing the what, where, and how's can be hard. Your BizLibrary Client Success Manager is ready to walk through these steps with you to ensure you have the right targets in place to measure success in meaningful ways.

If you have feedback or suggestions on how we can help your learners live a holistically healthy life, or how we can partner with you in other areas of your training program, send a message to your Client Success Manager.

### ***Did you know BizLibrary has a Skills Development Platform that can streamline training across your organization?***

We understand the importance of having a great training program, and we know how hard designing and implementing a program for multiple learners across departments can be.

As your partner, we are always looking for ways to enhance your program. Our newest BizLibrary product is a skills development platform designed to take the guesswork (and gruntwork!) out of curriculum development, and expertly scale personalized learning experiences throughout your organization!

BizSkills is the first and only off-the-shelf upskilling platform that provides your workforce with personalized training and career growth for each unique employee.

Request a free personal consultation or check out our most recent video demonstration [here!](#) You can also find more information on BizSkills by visiting our website [www.bizlibrary.com!](http://www.bizlibrary.com)

Already using BizSkills? **You're a rockstar!**