

# The Warehouse Ltd Store Wellbeing Programme Framework

Plan	Action	Responsibility	Review	Dates
<p><b>Mobilise</b></p> <p><b>Engage with Regional Managers</b></p>	<p>Community and Environment Executive General Manager (C&amp;E EGM) and Wellbeing Support Manager (WSM) provide regular updates to Regional Managers (RM) on wellbeing programme and participating stores</p>	<p>C&amp;E EGM</p> <p>WSM</p>	<p>RMs support and endorse wellbeing for the region reflected as part of the balanced score card: <i>I can develop to be the best I can be</i>. RM presents Wellbeing programme to Store Managers (SMs)</p> <ul style="list-style-type: none"> <li>• Stores indicate a willingness to participate in The Warehouse Ltd (TWL) wellbeing programme</li> <li>• Receive health promotion literature, eg posters on topics being promoted by health agencies nationally</li> </ul>	
<p><b>Selection of participating stores for TWL wellbeing programme</b></p>	<p>Interested stores express interest to WSM</p> <p>C&amp;E EGM and WSM review store applications</p>	<p>WSM</p>	<p>RM and Store Managers notified of participation in wellbeing programme by WSM</p>	
<p><b>Engage with Store Manager</b></p>	<p>WSM meets SM and ASM</p> <ul style="list-style-type: none"> <li>• Gains an agreement to integrate wellbeing into store</li> <li>• Commits to allocate time to plan DILO (day in life of) WILO (week in life of) MILO (month in life of)</li> </ul>	<p>WSM</p>	<p>SM understands ROI in wellbeing. How this will support positive outcomes, improve unplanned absenteeism/presenteeism and enhance engagement</p> <p>SM endorses fortnightly/monthly planning time for Wellbeing Champion WILO/MILO</p> <p>SM endorses meeting time allocated to the wellbeing team and programme initiatives</p> <p>SM and Champion communicate initiatives to team at huddles and PAR (Plan Act Review) meetings</p> <p>People support business partner informed</p>	

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<b>Assemble</b>	Seek volunteers	SM and/or ASM	Enthusiastic Wellbeing Champion with good organisation and delegation skills is identified/volunteers and accepts the role	
<b>Establish Wellbeing Champion</b>	Identify team member with passion and skill for role Team consultation Collective decision made Champion accepts the position, team informed		Team informed of Wellbeing Champion at huddles Management team demonstrates support for the Champion to the store team by words and actions Champion liaises with WSM	
<b>Establish Wellbeing Team</b>	Invite participants Consider age, gender, shifts Nominate a name for the group Launch wellbeing in store	Wellbeing Champion	Team formed and named Fortnightly/monthly meetings scheduled and a plan of dates for the year is displayed in lunchroom Reporting to weekly PAR meeting of initiatives and progress Successful launch raises in-store wellbeing awareness to all team members	
<b>Establish Terms of Reference</b>	Number of wellbeing team members 5-6 Meeting times	Wellbeing Champion and team, with WSM	Written terms of reference documented Copy to WSM	
<b>Assess</b>	All TWL team select from	Wellbeing Champion	Store team vote for area or areas for wellbeing focus via:	
<b>Identify and select focus area or areas</b>	<ul style="list-style-type: none"> <li>Nutrition</li> <li>Physical activity</li> <li>Smokefree</li> <li>Emotional wellbeing</li> <li>Social connection</li> <li>Safe drinking, drug-free</li> </ul>	Wellbeing Team	<ul style="list-style-type: none"> <li>Ballot box vote</li> <li>Coloured post it notes</li> <li>Online survey</li> </ul> <p>Align activities with 5 Ways to Wellbeing: <b>Give Learn Connect Take Notice Be Active</b></p>	



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<p><b>Prioritise</b></p> <p><b>Focus areas decided</b></p>	Wellbeing team determines actions timeframe and focus areas for annual plan	Wellbeing Champion Wellbeing Team	Focus areas prioritised by wellbeing team Feed back to store team on focus areas	
<p><b>Wellbeing Support Manager meets Health Services Partner (HSP)</b></p>	WSM meets with local healthcare providers	WSM HSP	<p>Local potential health partners identified and visited by WSM</p> <ul style="list-style-type: none"> <li>• DHB/ NGO/Healthy families /PHO</li> <li>• WorkWell/ARPHS</li> <li>• Sport agencies</li> </ul> <p>TWL Wellbeing programme explained and scoping of potential partnerships explored</p> <p>WSM feeds back information to SM and Wellbeing Team</p>	
<p><b>Plan</b></p> <p><b>Wellbeing Team meet HSP</b></p>	<p>WSM introduces Wellbeing Champion, SM and Wellbeing team to HSP DHB/NGOs</p> <p>Wellbeing Team determines scope of partnership to support TWL store wellbeing plan</p>	<p>WSM</p> <p>Wellbeing Champion HSP</p>	<p>WSM facilitates meeting</p> <p>Ongoing relationship between Health Service Provider and Wellbeing team</p> <p>SM agrees on partnership</p> <p>Service relationship agreement (MOU) signed by TWL SM and Health Service Provider (HSP)</p>	

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<b>Annual Plan for wellbeing programme completed</b>	Annual plan finalised and documented Consider 1-3 year plan	Wellbeing Team Wellbeing Champion	POAP (plan on a page) finalised Annual plan signed off by SM Annual plan to WSM and HSP	
<b>Do</b> <b>Launch wellbeing plan to team</b>	Launch plan Align actions with national campaigns	Champion and Team WSM	Special event to raise awareness of wellbeing plans for the year Focus areas and activities	
<b>Action</b>	Eg Smoking cessation	Champion and Team	Raise awareness with smokefree campaign Partner with funded smokefree provider	
<b>Action</b>	Eg Be active	Champion and Team	Align with local events, eg fun run Promote in-store activities	
<b>Recognise achievement</b>	In store Company	SM RM	Celebration Regional conference	
<b>Evaluate</b> <b>Report</b> <b>Annual Report</b>	Report to C&E EGM • June • December	Wellbeing Champion Wellbeing Team HSP and WSM	Evaluate levels of participation and success Evaluate increase in team energy, drive, focus and engagement, reduction in presenteeism Reduction in absenteeism Report tabled and accepted by C&E EGM	
<b>Improve</b>	Survey team Use feedback to improve plan	Wellbeing Team WSM	Future options documented Evaluate 3-5 year plan to CEO	



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