

HOW TO USE *THE 12/12 WELL-BEING TOOLS*



INDIVIDUAL OR GROUP



45 MIN+



TWELVE+ PER YEAR

12/12 is a philosophy of workplace well-being that uniquely engages leaders to share one of their own well-being practices with the greater organization to inspire connection and demonstrate an overall commitment to employee well-being. Over the course of 12 months, 12 different leaders (or groups of leaders) host one companywide well-being engagement. Supported by the organization's well-being strategist, leaders focus on a passion from their own life that connects to one of the four pillars of well-being (Purpose, Balance, Nutrition or Movement). Use the 12/12 approach to increase employee participation, simplify your well-being strategy and reinforce your organizations commitment to daily well-being.

STEP 1: The 12/12 Well-Being Pitch

Well-being strategists or those responsible for their organization's well-being practices must gain support for this approach and secure leader buy-in. Use The 12/12 Well-Being Pitch to prepare for these conversations and anticipate questions that will be asked.

For larger organizations, consider extending the 12/12 philosophy to 52/52 (52 leaders over 52 weeks). The number isn't what matters - the involvement of the leadership team is the key to this approach. Executive participation won't go unnoticed.

STEP 2: 12/12 Well-Being Event Planning

Once you have alignment to move forward and identified the participating leaders, share The 12/12 Well-Being Event Planner with leaders to help them organize their event. Have a 1-on-1 meeting to discuss their ideas. Redirect ideas that aren't feasible and share best practices for these engagements. Clarify actions, owners, deadlines and explain specifically what support they can expect from you.

STEP 3: Schedule & Communication Plan

Develop a schedule for the year and be flexible, schedules should be expected to change over the course of a year. Begin working on a communication plan for the greater organization. What does everyone need to know? By when? Who will be communicating and how can leaders be involved in the promotion of their events?

STEP 4: Execute

As you move through the year, capture learnings and share them forward with the next leaders. Also, be ready to capture pictures, ideas and employee feedback/testimonials as you go. Be ready to expand and evolve the 12/12 idea for the following year as team members gain interest.

NAME:

DATE:

TO BE FILLED OUT BY THE WELL-BEING STRATEGIST/LEADER

How will our organization elevate well-being using the 12/12 philosophy?

1. What do we want to accomplish?

2. What are leaders being asked to do?

How does 12/12 support our company culture and well-being goals?

3. How will our organization's core values be represented in our 12/12 strategy?

4. Which of our organization's well-being goals are addressed by this strategy?

What are the expectations and parameters for leader involvement?

5. What are the leader deliverables? By when?

6. What kind of budget will leaders have for this project?

7. How many people do we expect will participate or attend?

8. What rooms and/or spaces are available to be reserved?

9. What technology resources are available to leaders?

10. What support is available to leaders from the well-being team?

11. What are the leader's next steps?

NAME / DEPARTMENT:

DATE:

TO BE FILLED OUT BY A PARTICIPATING LEADER

How will you model well-being for the members of our organization?

My 12/12 Event Title:

My 12/12 Event Description:

Supplies Needed & Associated Costs:

Room / Space Needed:

Amount of Time Needed:

What time of year is best for this event?

Well-Being Pillars Represented:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> PURPOSE
<i>This session is about the way I connect to the things that motivate me.</i> | <input type="checkbox"/> BALANCE
<i>This session is about what I do to regain focus on key elements of life.</i> | <input type="checkbox"/> NUTRITION
<i>This session is about something I eat or do to fuel my body.</i> | <input type="checkbox"/> MOVEMENT
<i>This session is about a way I stay physically active and moving.</i> |
|---|--|--|---|

What three actions will you take to promote your session?

1.

2.

3.

What are the ideal outcomes for your session?

1.

2.

3.
