

Mental Health and Well-Being Organizational Implementation Planning Tool



This resource will be most effective when used as a partner piece to the Mental Health and Well-Being Organizational Assessment. The best practices and component language used in this Implementation Planning Tool mirror those of the Organizational Assessment.

Complete only the portions of this tool that reflect the gaps or areas for improvement identified in the Organizational Assessment. Use this tool to prioritize, discuss, assign, and schedule actionable steps, and to identify short- and long-term goals for program development. A best practice is to address only a few prioritized goals first and then move on to others.

Implementing change offers a meaningful opportunity for including staff input and contributions across all tiers of your organization.



Mental Health And Well-Being Programming Best Practices

Best Practice	Component	Lead/Contributors/Stakeholders	Timeline		
			Within 3 Months	Within 6 Months	Within 12 Months
Establish visible commitment from leadership around workplace mental health and well-being.	<input type="checkbox"/> Leadership understands, visibly supports, and normalizes mental health challenges.				
	<input type="checkbox"/> Leadership has been trained on and exhibits emotional intelligence while fostering psychological safety.				
	<input type="checkbox"/> Leadership is responsive to staff's workplace well-being and mental health needs.				
	<input type="checkbox"/> Leadership seeks and acts on staff feedback to modify or improve mental health and well-being practices and offerings.				
	<input type="checkbox"/> Commitment to workplace mental health and well-being is evident through components such as <ul style="list-style-type: none"> • A budget for programming, • Active participation by senior leadership, • A communication strategy around well-being information, • Language in corporate vision/mission, and • Integration of employee well-being into organizational, departmental, and employee goals. 				

Best Practice	Component	Lead/Contributors/Stakeholders	Timeline		
			Within 3 Months	Within 6 Months	Within 12 Months
Establish and implement training for supervisors in supporting workplace mental health and well-being.	<input type="checkbox"/> Supervisors understand, visibly support, and normalize mental health challenges.				
	<input type="checkbox"/> Supervisors are responsive to their staff's workplace well-being and mental health needs.				
	<input type="checkbox"/> Supervisors have received training, education, and skill development on most of the following: <ul style="list-style-type: none"> • Cultural responsiveness • Psychological safety • Emotional intelligence • Collaborative leadership • Trauma-informed supervision • Meaningful inclusion practices • Mitigating compassion fatigue 				
	<input type="checkbox"/> Supervisors seek and act on staff feedback to modify or improve mental health and well-being practices and offerings.				

Best Practice	Component	Lead/Contributors/Stakeholders	Timeline		
			Within 3 Months	Within 6 Months	Within 12 Months
Establish and implement training for new and incumbent staff around workplace mental health and well-being.	<input type="checkbox"/> Our organization trains new and incumbent staff to normalize mental health challenges and provides information and tools to self-advocate for workplace well-being and mental health needs.				
	<input type="checkbox"/> All staff have received trainings, education, and skill development on most of the following: <ul style="list-style-type: none"> • Cultural responsiveness • Psychological safety • Emotional intelligence • Collaborative leadership • Trauma-informed supervision • Meaningful inclusion practices • Mitigating compassion fatigue 				
	<input type="checkbox"/> Staff understand leadership and supervisors are open and responsive to feedback to modify or improve mental health and well-being practices and offerings.				

Best Practice	Component	Lead/Contributors/Stakeholders	Timeline		
			Within 3 Months	Within 6 Months	Within 12 Months
Establish and implement effective workplace mental health and well-being programming informed by employee input.	<input type="checkbox"/> Our organization provides a menu of mental health and well-being options including most if not all of the following: <ul style="list-style-type: none"> • Discounted gym memberships • Employee assistance program (EAP) • Asynchronous and synchronous wellness activities and learning modules • Ongoing communication and information around best practices for mental health and well-being 				
	<input type="checkbox"/> We have a dedicated mental health and well-being administrator/staff lead, and/or we have a mental health and well-being committee.				
	<input type="checkbox"/> We have protocols for taking feedback and concerns to leadership and/or the mental health and well-being committee.				
	<input type="checkbox"/> We survey our staff annually about the efficacy of our mental health and well-being programming and, based on findings, we implement changes, expansions, and improvements.				

Best Practice	Component	Lead/Contributors/Stakeholders	Timeline		
			Within 3 Months	Within 6 Months	Within 12 Months
Foster a workplace culture that promotes mental health and well-being.	<input type="checkbox"/> Our organization is proactively engaged with best practices 1 through 4.				
	<input type="checkbox"/> We consistently use staff input on the introduction of new workplace mental health and well-being protocols and practices and to inform changes to existing ones.				
	<input type="checkbox"/> Being recognized as a leader in workplace mental health and well-being is a hallmark of our organization.				
	<input type="checkbox"/> Our daily interactions with one another reflect most or all of these workplace well-being values and components: <ul style="list-style-type: none"> • Genuinely welcoming and appreciative attitude • Candid, bidirectional feedback • Supportive supervisory practices • Recognition • Work-life harmony • Career development • Incentives and supports for staff 				