

Building a Healthy Wellness Committee

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Presenter

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Goals

- Build a common vision for a successful wellness committee.
- Identify gaps between vision and current reality.
- Learn tools and techniques for closing the gap.
- Identify common strategies and actions to take across agencies.

Rate your committee

How well does your committee stack up against these characteristics of effective teams?

3 – True most of the time 2 – True about half the time 1 – True rarely or never

_____ The committee has specific goals that are clear to all members.

_____ Achieving the committee's goals will add value.

_____ The committee is effectively being led.

_____ The committee quickly identifies and deals with any problems.

_____ People within the group feel safe to say whatever needs to be said.

_____ People listen to each other with an open mind.

_____ The committee's work is well-organized.

_____ Committee members each do their fair-share of the work.

_____ Committee members seem to trust each other.

_____ Committee members are dependable.

_____ The committee makes strong progress towards its goals.

_____ People are proud to be a member of this committee.

_____ **Total**

Make sure your charter addresses the following:

- Why** the committee exists.
 - The purpose
 - Key clients/stakeholders
 - The problem or need you are attempting to address
- What** the committee will accomplish/deliver.
 - Scope of the committee's responsibility
 - Overarching goals
 - Key milestones and time lines
- How** the committee will operate. (Mostly developed after committee is established)
 - Team members
 - Roles and responsibilities
 - Decision-making and authority
 - Resources
 - Meetings
 - Team norms

For what purpose does your committee exist?

How do you know if you are successful?

Your members matter

A good committee member is interested, committed, adds value (skills, connections, ideas) and works well with others.

What concerns do you have about your committee's membership?

Four methods for staffing your committee

- Volunteer
- Recruitment
- Appointment
- Hybrid

Best practices

- Fixed terms
- Clear responsibilities
- Each member has support of his/her manager
- Fulfill critical skills needs
- Make it easy for people to leave
- Remove non-performers

What roles do you need to fill?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Idea generators | <input checked="" type="checkbox"/> Researchers |
| <input checked="" type="checkbox"/> Planners | <input checked="" type="checkbox"/> Problem-solvers |
| <input checked="" type="checkbox"/> Polishers | <input checked="" type="checkbox"/> Mediators |
| <input checked="" type="checkbox"/> Implementers | <input checked="" type="checkbox"/> Technicians |
| <input checked="" type="checkbox"/> Energizers | <input checked="" type="checkbox"/> Drivers |
| <input checked="" type="checkbox"/> Historian | <input checked="" type="checkbox"/> Devil's advocates |

Make your goals SMARTER

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound
- Exciting
- Rewarding

What's an important goal your committee is currently pursuing?

Best practices for work planning

- Involve whole team in high-level planning.
- Delegate lower-level planning to individuals or work groups.

What actions should your committee implement to strengthen its effectiveness in planning work?

Responsibilities of a committee member

Implement effective meeting practices

- Each meeting needs to have a clear purpose.
- Make the meetings action-oriented.
- Use a standard agenda.
- Adopt meeting rules.
- Make sure someone is keeping notes and recording the important stuff.
- Manage your time wisely.

Others?

Team norms make expectations clear

There are two ways to build norms.

1. Identify the irritants and ban those behaviors.
2. Identify enhancers and encourage those behaviors.

In either case, a good team norm has the following characteristics:

- Useful
- Actionable
- Agree to by everyone
- Enforceable

What are some norms you'd like to implement for your committee?

Energy and commitment

How do you keep people fired up on your committee?