

Handout

Evaluating success

It's important to measure the impact of your wellbeing activities. Knowing the reach and impact you achieved will help you learn what worked and what didn't and help build a case for future mental health and wellbeing initiatives.

Not all your wellbeing activities need to focus on making broad change – remember to decide what area you are trying to improve and focus on measuring that area.

Often when we talk about evaluation and reviewing it can seem complicated.

The reality is that this should be simple, otherwise we tend not to do it.

ASSESS

Working out where to start

Where are we starting from and where do we want to go?

- Assess what is needed and wanted from staff and management. Set goals & priorities, and identify audience and resources.
- Decide what outcomes you want to achieve and describe how you will know when you have reached your goal.

PLAN

What's the best way to get there?

Plan how you can reach you goals, which steps to take first and who to start with.

- Think about who needs to be involved, what resources you will need and how to ensure ongoing engagement.

DO

Take the first step

Take action, start small and build on success.

- Make sure you have clear messages and that everyone knows what is happening.
- Involve key leaders and staff to champion activities.

EVALUATE

Check you progress

Evaluate progress towards your goals, what worked, what could be improved and what is next.

- Revisit the plan regularly – measure what has or hasn't happened – how people feel things are going, have there been any changes?
- Check-in through discussions during one-on-ones and in team meetings.
- You can use the 'Positive work environments matrix' and 'Team discussion worksheet' to review how plans are progressing.

Celebrate your successes

Remember to share your results and your successes with others (colleagues and leaders)

Share your learnings

Don't shy away from sharing the things that didn't go as well or challenges. These are important lessons for next time and for others

Staff surveys

Include and review questions in your staff surveys around wellbeing. You can use various online questionnaires, and you can also create questions based on what staff have identified as important to their mental wellbeing.

Remember to link your questions to the key elements needed to create a mentally healthy environment and mental wellbeing for staff.



Possible survey questions:



I feel comfortable bringing my whole self to work, including my full range of healthy emotions. *(Rate your level of agreement)*



I feel safe to take calculated risks, make mistakes and be vulnerable in front of my teammates and manager. *(Rate your level of agreement)*



All things considered, how satisfied are you with your present job?



Do you feel stressed in organising your work time to meet demands?



Overall, I am satisfied with the amount of control and involvement I have at work. *(Rate your level of agreement)*



Do you feel capable and effective in your work on a day-to-day basis?



To what extent do you receive help and support from other people when you need it?



I receive regular and constructive feedback on my performance. *(Rate your level of agreement)*



How satisfied are you with the balance between the time you spend on your work and the time you spend on other aspects of your life?



What stops you from improving your mental wellbeing?



What initiatives would you like to see implemented or continued in your workplace to support you and others to improve mental wellbeing?

Other resources:



www.workwell.health.nz
Evaluation plans and questions focusing on mental wellbeing at work



www.good4work.nz
A free online workplace wellbeing tool