

KAYA Demo

BASELINE WELLBEING REPORT



"A simple, cost effective and robust way to measure the impact of our employee wellbeing programme on our productivity, performance and culture across multi-sites."

Janice Duncan

ER Manager UK & Ireland, Hilton Hotels



Powered by the KAYA Employee Wellbeing Management System

BASELINE WELLBEING REPORT

ABOUT YOUR REPORT

REPORT OVERVIEW

This report represents the Baseline stage of your team or company's wellbeing journey. It has been produced based on your employees' responses to the KAYA Employee Wellbeing Survey and uses anonymised data. No reference to any individual has been captured and data is represented in aggregate form only, with the exception of verbatim responses which provide an anonymised **Wellbeing Voice of the employee** (see page 8).



HOW TO USE THIS REPORT

This report provides a qualitative and quantitative baseline for your organisation's wellbeing. The insights created should be used to address improvements in employee wellbeing and the performance of your wellbeing strategy. Guidance is provided in each section and following your review a **Team or Company Wellbeing Plan** can be set up in our **Wellbeing Centre**. Access details have been sent to you.

Your overall Wellbeing Score can be tracked over time to provide a **Wellbeing Pulse**. If you want to track wellbeing, **you can upgrade** to our Pulse Surveys in our Wellbeing Centre.

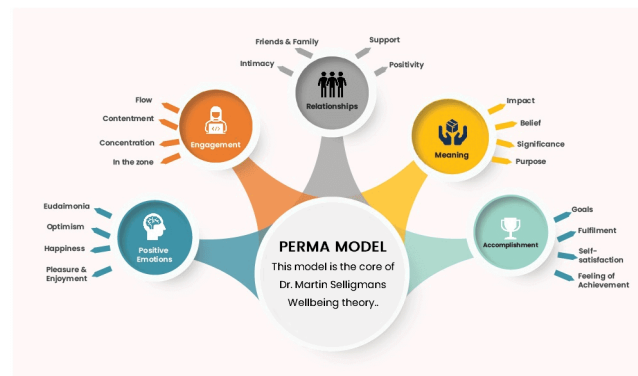
THE KAYA WELLBEING INDEX

The KAYA Index links wellbeing to employee and organisational performance and has been developed as a result of extensive discussions with business leaders, consultant neurologists and psychologists. The index identifies idiosyncratic employee wellbeing challenges and uses a set of proprietary behavioural algorithms to create individual employee wellbeing scores. These scores are aggregated to form your Company Wellbeing Score (see Page 3).

THE PERMA MODEL AND DRIVERS

Developed by psychologist Martin Seligman the model presents five core elements of happiness and wellbeing. According to Seligman's research the PERMA Model's five core elements are what people need in order to achieve a healthy sense of wellbeing, fulfilment, and satisfaction in life. See Page 5 for your PERMA scores.

Seligman's PERMA Model



WELLBEING SUPPORT & INVESTMENTS

We view wellbeing through the **Professional Wellbeing** lens, assessing the relationship between an employee and their manager/organisation. This approach allows KAYA to also analyse other aspects of wellbeing, the support provided and where wellbeing investments are perceived as useful by employees. See page 10 for your wellbeing support requirements.

Wellbeing areas we measure

- Financial Wellbeing
- Professional Wellbeing
- Social Wellbeing
- Physical Wellbeing
- Mental Wellbeing
- Societal Wellbeing

KAYA GUIDANCE NOTES

You will see on each page of the report **KAYA Guidance Notes**. These are here to help you understand the report findings. Additional information can be found on the **KAYA Wellbeing Centre** or you can contact us or your wellbeing provider directly to set up a Wellbeing Review.

The research used to develop the KAYA Index identified 243 combinations of construct scores associated with the PERMA Model. These were reduced to 81 core scenarios and these were correlated with actual behaviour. This process allowed the development of the algorithm which converts the scores from the five PERMA constructs to form the KAYA Wellbeing Index.

BASELINE WELLBEING REPORT

YOUR WELLBEING BASELINE

OVERALL COMPANY WELLBEING SCORE

37

SURVEY RESPONSE RATE

89%

You have a high survey response rate and a low company wellbeing score. This usually indicates that the majority of your employees are engaged but they are unhappy with their wellbeing. Attention should focus on increasing wellbeing engagement and any identified current issues and risks. The employee wellbeing insight in this pack (pages 4-12) will allow you to develop a Company Wellbeing Action Plan (pages 13-21) to support your wellbeing improvement journey.

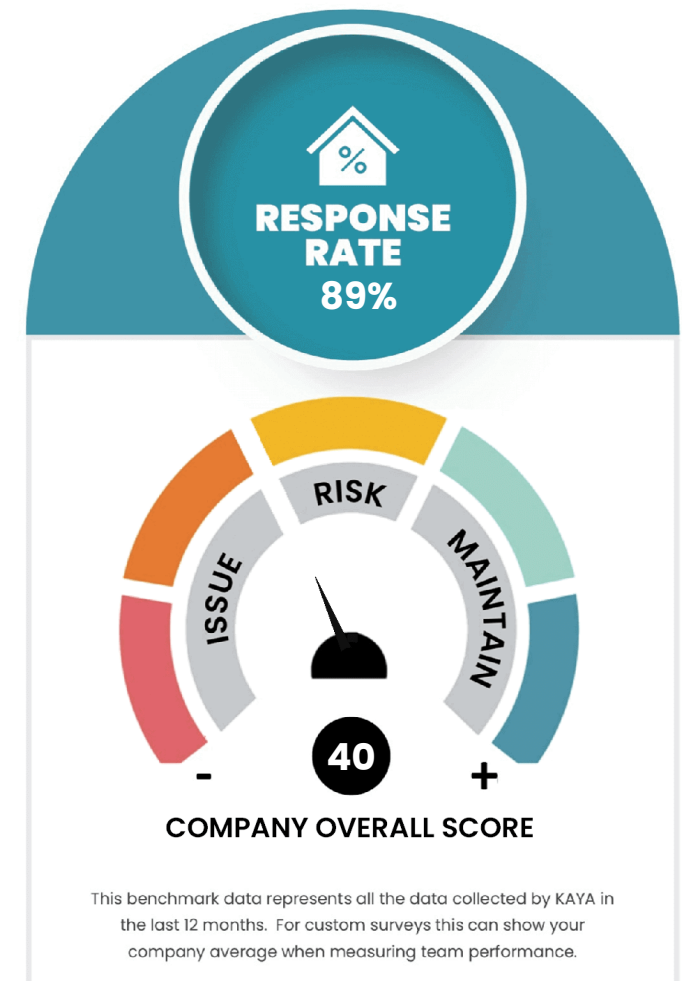
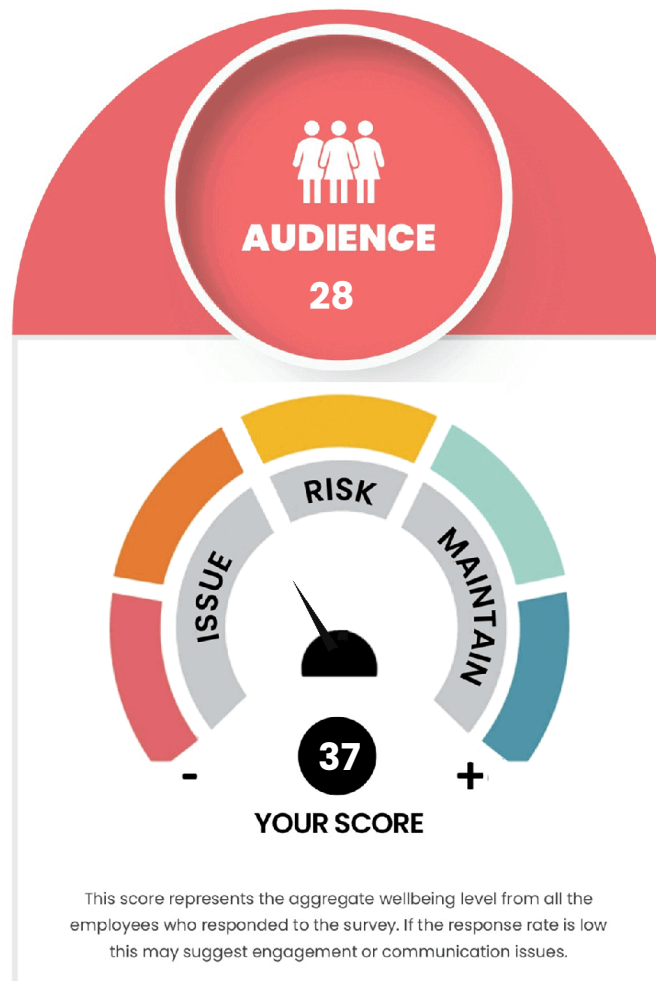
	Issue	Risk	Maintain	Rating
WELLBEING IMPACT ON WORK	16	5	4	Issue
POSITIVE EMOTIONS LEVELS	14	6	5	Issue
ENGAGEMENT LEVELS	16	4	5	Issue
RELATIONSHIP QUALITY LEVELS	2	5	18	Maintain
MEANINGFULNESS LEVELS	4	7	14	Maintain
ACCOMPLISHMENT LEVELS	3	9	13	Maintain

	Issue	Risk	Maintain	Rating
FINANCIAL WELLBEING LEVELS	8	6	11	Risk
PROFESSIONAL WELLBEING LEVELS	8	9	8	Risk
SOCIAL WELLBEING LEVELS	6	8	11	Risk
PHYSICAL WELLBEING LEVELS	10	9	6	Risk
MENTAL WELLBEING LEVELS	7	10	8	Risk
SOCIETAL WELLBEING LEVELS	4	7	14	Risk

KAYA Guidance Note: Organisational performance is constantly changing as work and life applies pressure on your employees' wellbeing. As a consequence some of the responses in this report may be challenging, even concerning, and will likely require some urgent interventions. This is not uncommon and we advise regular reviews of wellbeing as driver performance and wellbeing pressures change over time. You should review your wellbeing findings with your employees on a regular basis to ensure that you are proactively helping them to manage their wellbeing. Further details on how to set up **My Wellbeing Plans** can be found on our **Wellbeing Centre**.

BASELINE WELLBEING REPORT

SURVEY RESPONSE



KAYA Guidance Note: Baseline Wellbeing Scores can be benchmarked against your sector and our overall benchmark for wellbeing. This helps you to see how your wellbeing compares to similar businesses. Company scores can be **tracked over time** to show overall wellbeing improvements and demonstrate to current and new employees your wellbeing capability. Our **Pulse and Wellbeing 360 surveys** allow benchmarking against teams, divisions and regions; for more details visit your wellbeing centre.

BASELINE WELLBEING REPORT

PERMA WELLBEING DRIVERS



Positive emotions are the foundations of wellbeing. When employees trust that their actions are being channelled effectively, they become more positive about the present and future.

Positive emotions can be triggered when employees are encouraged to innovate on a regular basis and when they are recognised for that effort. In an organisation, positive emotions flourish when employees feel involved in designing and delivering wellbeing initiatives and are not just on the receiving end of them.

Actions you should consider taking to improve:

- Be consistent and fair in decision making
- Be aware and manage emotions effectively
- Safe environment for creativity and failure
- Training – Emotional Intelligence



When employees are truly engaged in something they experience a feeling of “oneness”. We all need something in our lives that entirely absorbs us into the present moment. You should understand how this emotional connection can be established for your organisation and this is much easier when one is devoid of conscious or unconscious bias about how people are feeling. Most of us believe we can see the other person’s point of view when actually we cannot. When we meet someone for the first time we will subconsciously categorise them and treat them differently as a result.

Actions you should consider taking to improve:

- Understand team limitations
- Increase positive interactions
- Identify significant personal life events
- Training – Mindfulness



Relationships are social connections. Humans are social animals and thrive on connection, love, intimacy and a strong emotional interaction with others. In organisations, this often manifests as a resolve to “stay loyal” for a long period of time, and /or a devotion of significant effort to a particular task or relationship.

It usually evokes a strong sense of intention and is accompanied by a clear action plan. By understanding the quality of relationships employees have within your organisation, you can enhance the sense of belonging and, as a result, peoples wellbeing.

Actions you should consider taking to improve:

- Understand individual motivations
- Clarify the purpose of everyone’s work
- Set long term development plans
- Training – Relationship Management



Having a purpose and meaning heavily contribute to a happy and fulfilling life. Beyond material accomplishments, humans yearn to be part of “something bigger”. In organisations, happiness and fulfilment occur when employees understand the wider impact of their work and when their personal purpose is aligned to the organisations purpose. Commitment to a purpose inspires loyalty to each other and to the organisation as a whole. You should remember that home life has a large impact on employee loyalty such as family, health and financial wellbeing.

Actions you should consider taking to improve:

- Recognise low morale and disengagement
- Understanding and focus on key strengths
- Demonstrate how contributions add value
- Training – Identify your “Why”

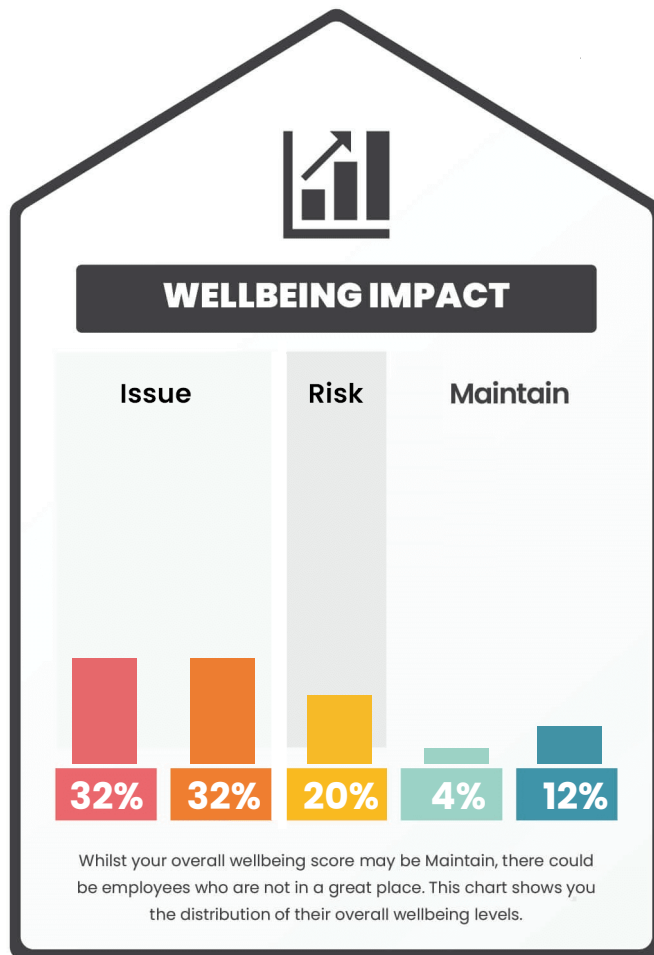


Having goals and ambition in life can help employees to achieve things that give them a sense of accomplishment. You should set realistic goals that can be met and even just putting in the effort to achieve those goals can create a feeling of satisfaction. Feelings of pride and accomplishment occur when goals are met, and this often helps employees to strive for further achievements and increased performance. Feelings of accomplishment are also influenced by non-work factors. In general, a sense of accomplishment encourages employees to be more productive and goal oriented.

Actions you should consider taking to improve:

- Celebrate success regularly
- Encourage healthier lifestyles
- Align incentives and motivating factors
- Training- Goal Setting

KAYA Guidance Note: Scores in the issue or at risk zone indicate unhappiness within the employee base. You should discuss the guidance provided with your senior managers and wellbeing champions and consider what actions are required to improve each wellbeing driver. Maintain scores suggest that these wellbeing drivers are not impacting wellbeing significantly however consideration should be given to any trends seen in reducing scores. Remember these are average scores so some employees may require support. An Employee Level Survey would help manage individual drivers of wellbeing using our My Wellbeing Plans.



TOP 10 WELLBEING ISSUES

I have stopped doing things I enjoy	10
I am overly emotional	8
I feel ignored	6
I am unfit	6
I feel OK	6
Unable to switch off when not working	6
I have low self-esteem	4
I am more argumentative	4
I am overweight	4
I struggle to sleep	4

These are the Top 10 selected wellbeing issues. A full set of answers can be found in our Wellbeing Centre including verbatim answers.

TOP 10 PERFORMANCE ISSUES

My confidence is low	7
Pressured to perform at unrealistic pace	7
Impacting sales	6
I am uninspired by work	5
I feel ok	5
Customers have complained	5
I question my abilities	4
I am less effective	4
Things take longer	4
I am less chatty with people	3

These are the Top 10 selected performance issues. A full set of answers can be found in our Wellbeing Centre including verbatim answers.

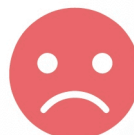
KAYA Guidance Note: Understanding the impact of wellbeing on how people feel, their wellbeing challenges and how this relates to performance issues provides a guide to where you should be focusing your wellbeing efforts and what performance improvements you can expect to achieve. There is no direct correlation or causation between challenges and performance issues in this report as these are aggregated summaries, however our **Wellbeing 360 Surveys** will identify and link challenges and performance issues with individual employee **My Wellbeing Plans**.



FEELINGS ABOUT WORK



One of the key attributes relating to our professional wellbeing is how we feel about work. This will have a significant impact on employee engagement.



TOP 10 NEGATIVE FEELINGS

Overworked	7
Furious	4
Sad	4
Under Valued	4
Angry	4
I feel ok	4
Irritable	4
Ignored	4
Frustrated	3
Miserable	3

These are the Top 10 negative feelings expressed by employees.
A full set of answers can be found in our Wellbeing Centre.



TOP 10 POSITIVE FEELINGS

Hopeful	5
Inspired	4
Supported	4
Encouraged	3
Excited	2
Proud	2
Valued	2
Positive	2
Fine	2
Appreciated	1

These are the Top 10 positive feelings expressed by employees.
A full set of answers can be found in our Wellbeing Centre.

KAYA Guidance Note: Understanding how your teams feel and the profile of those feelings is important. Are there two groups diametrically opposed or is wellbeing and happiness spread evenly across the business. In addition what is the impact on individuals and business performance? These are the areas where you can expect to see improved performance when wellbeing levels rise.



REASON FOR HIGH SCORES

- I was one of the lucky ones to have had the opportunity to contribute to the development of the wellbeing initiatives.
- We have many initiatives like cycle to work, holiday buy and sell which has helped me take control of my financial situation. I would like to get some help on managing debt and anxiety if possible
- She is always available to discuss about work or workplace stress. She is very proactive and shares all the resources with me to ensure that I am on top of my worries.
- She listens to my concerns and allows me to think laterally.
- The recent better delegation and business planning course helped us bond as a team.
- Our team culture is very positive.
- I have used our EAP service and it is brilliant.
- My PDP is working well.
- I feel appreciated and our boss goes out of his way to say thank you.
- I like our management team.
- My manager has helped me recently by changing my shifts to help with schooling the kids.
- I see the benefits of wellbeing and feel happy that we are supported.



REASON FOR LOW SCORES

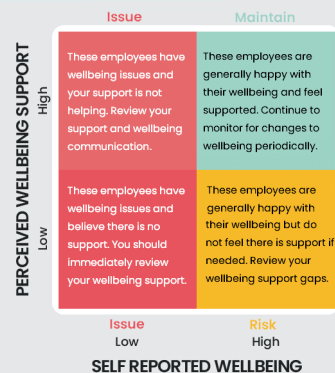
- None of the support provided has helped me or my colleagues so far.
- I am sceptical of the impact of some initiatives.
- My manager never offers help with issues or asks about the impact of my work.
- They work long hours and are constantly under pressure. So they are in no position to help me out.
- There is a lack of trust within my team.
- I was never invited to the meeting.
- Only a select few are involved and the solutions meet their needs, not everyone's.
- When my life is busy I do not feel supported.
- My manager is not behaving in the best interest of the team.
- We seldom speak about wellbeing challenges
- We have never discussed it.
- Guidance has not been provided on my development.
- They trust other people rather than me.
- My manager has a poor work life balance so cannot help.
- We never recognise or celebrate working better together.

KAYA Guidance Note: These verbatim responses provide real insight into how your employees are feeling about their overall wellbeing, their performance and their role in the company. Try to identify key themes from the content on what is working and what isn't. Some of the outcomes from the review should provide quick wins and actions that can be documented in your **Company Wellbeing Plan** which can be accessed via the **KAYA Wellbeing Centre**. A full list of verbatim responses can be found in the **KAYA Wellbeing Centre**.

BASELINE WELLBEING REPORT

WELLBEING SUPPORT

The success of any wellbeing strategy is dependant upon organisations providing benefits and wellbeing solutions that meet each individual employee's wellbeing needs. This section of the report identifies the risks and issues associated with your employees wellbeing levels and the support they believe is provided.

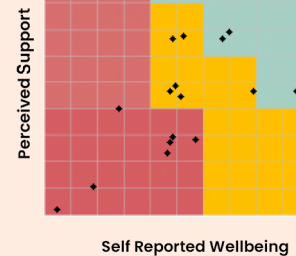


KAYA Guidance Note: Each dot represents an employee wellbeing position. Some employees will have a high level of wellbeing, however in our experience there will be employees who may be displaying poor wellbeing in one area or another. These employees would benefit from **My Wellbeing Plans** and our **Wellbeing 360 Surveys**. Contact us for more details.



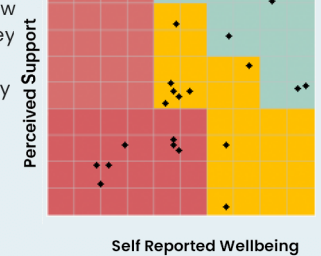
FINANCIAL WELLBEING is how people feel about the control they have over their financial future - and their relationship with money

Wellbeing score **59**
Support score **55**
Rating **Risk**



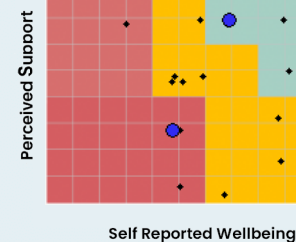
PROFESSIONAL WELLBEING is how people feel about the control they have over their work and their career. It's about liking what they do everyday.

Wellbeing Score **56**
Support Score **50**
Rating **Risk**



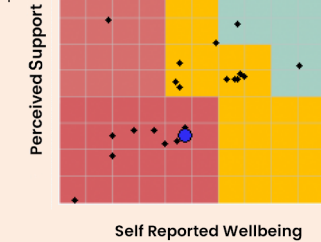
SOCIAL WELLBEING is how people feel about the control they have over the relationships they have in their lives and the extent of these relationships.

Wellbeing Score **65**
Support Score **52**
Rating **Risk**



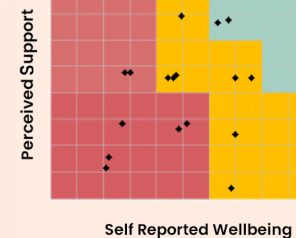
PHYSICAL WELLBEING is how people feel about the control they have over their physical health and their relationship with bodies.

Wellbeing score **52**
Support score **48**
Rating **Risk**



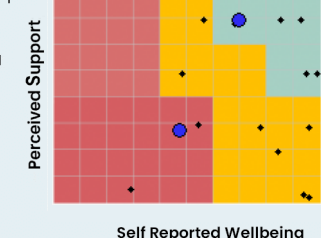
MENTAL WELLBEING is how people feel about the control they have over their minds and their relationship with their feelings and emotions.

Wellbeing score **60**
Support score **49**
Rating **Risk**



SOCIETAL WELLBEING is how people feel valued as a member of society, and feel connected to a wider social environment.

Wellbeing Score **73**
Support Score **54**
Rating **Risk**



The success of any wellbeing strategy is dependant upon organisations providing benefits and wellbeing solutions that meet each individual employee's wellbeing needs.

This section of the report identifies the support they believe is required now.

General resources to support your wellbeing

[Sleep and tiredness - NHS](#)

[Public training sessions | Money Advice Trust](#)

[Live Well \(NHS\)](#)

[Home - Mind](#)

[The Mix - Essential support for under 25s](#)

[Emotional/Mental Health - SOS Silence of Suicide](#)

KAYA Wellbeing Wellbeing Resource Links

[Wellbeing Strategy Workbook](#)

[Wellbeing Webinars](#)

[Private Health Insurance](#)

[Health Cash Plans](#)

[Smart Wellbeing](#)

[Men's Health Resources](#)



FINANCIAL WELLBEING is how people feel about the control they have over their financial future and their relationship with money.

Wellbeing score **59**

Support score **55**

Top 10 Initiatives

Financial Planning	4
Money Saving Advice	3
Access to a Financial Expert	3
Retirement	3
Pensions & Investments	2
Credit Card Support	1
Debt Advice & Support	1
Finance for Females	1
Retail Discounts & Savings	1
Mortgages	1



SOCIAL WELLBEING is how people feel about the control they have over the relationships they have in their lives and the extent of these relationships.

Wellbeing Score **65**

Support Score **52**

Top 10 Initiatives

Family Issues	2
Supporting Others	2
Social Wellbeing Support	2
Drinking	1
Drug Addiction	1
Feelings & Emotions	1
Gambling Addiction	1
Empathy & Compassion	1
Social Activities	1
Influencing Skills	1



MENTAL WELLBEING is how people feel about the control they have over their minds and their relationship with their feelings and emotions.

Wellbeing score **60**

Support score **49**

Top 10 Initiatives

Depression	4
Burnout	4
Anxiety	1
Bereavement	1
Autism	1
Stress	1
Self Esteem	1
Low Mood & Morale	1
PTSD	1
Dyslexia & Dyspraxia	1



PROFESSIONAL WELLBEING is how people feel about the control they have over their work and their career. It's about liking what they do everyday.

Wellbeing Score **56**

Support Score **50**

Top 10 Initiatives

Retirement Planning	2
Bullying & Harassment	2
Remote Working	2
Life Coaching	2
Mentoring & Coaching	1
Performance Management	1
Return to Work	1
Wellbeing Planning	1
Buy & Sell Holidays	1
Wellbeing Strategy	1



PHYSICAL WELLBEING is how people feel about the control they have over their physical health and their relationship with bodies.

Wellbeing score **52**

Support score **48**

Top 10 Initiatives

Healthy Eating	5
Diabetes	4
Better Sleep	3
Cycle to Work	3
Healthy Living	2
Health Checks & Screening	2
Cancer & Returning to Work	2
Musculo-skeletal Issues	1
Work Life Balance	1
Gym Membership	1



SOCIETAL WELLBEING is how people feel valued as a member of society, and feel connected to a wider social environment.

Wellbeing Score **73**

Support Score **54**

Top 10 Initiatives

Environmental Wellbeing	3
Volunteering in sport	2
Volunteering in a charity	2
Volunteering in the community	1
in sport	1
in a charity	1
Social Value & Social Impact	1
Volunteering	1

* The report lists only the top 10 initiatives. To see the entire list please log into the portal

The success of any wellbeing strategy is dependant upon organisations providing benefits and wellbeing solutions that meet each individual employee's wellbeing needs.

This section of the report identifies the support they believe is required in the near future.

General resources to support your wellbeing

[Sleep and tiredness - NHS](#)

[Public training sessions | Money Advice Trust](#)

[Live Well \(NHS\)](#)

[Home - Mind](#)

[The Mix - Essential support for under 25s](#)

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[Health Cash Plans](#)

[Smart Wellbeing](#)

[Men's Health Resources](#)



FINANCIAL WELLBEING is how people feel about the control they have over their financial future and their relationship with money.

Wellbeing score **59**

Support score **55**

Top 10 Initiatives

Life & Other Insurances	4
Buying a House	2
Debt Advice & Support	2
Money Saving Advice	2
Loans & Finance	2
Pensions & Investments	1
Mortgages	1
Retirement	1
Budgeting	1
Credit Ratings	1



SOCIAL WELLBEING is how people feel about the control they have over the relationships they have in their lives and the extent of these relationships.

Wellbeing Score **65**

Support Score **52**

Top 10 Initiatives

Equality	4
Family Issues	3
LGBTQ Plus	2
Diversity & Inclusivity	2
Empathy & Compassion	2
Social Wellbeing Support	1
Influencing Skills	1
Loneliness	1
Relationships	1
Neurodiversity	1



MENTAL WELLBEING is how people feel about the control they have over their minds and their relationship with their feelings and emotions.

Wellbeing score **60**

Support score **49**

Top 10 Initiatives

Dyslexia & Dyspraxia	3
Neurodiversity	3
General Life Challenges	2
Anxiety	2
Mental Health Awareness	2
Bereavement	2
Stress	2
Focus & Concentration	2
Mental Toughness	2
Emotional Intelligence	2



PROFESSIONAL WELLBEING is how people feel about the control they have over their work and their career. It's about liking what they do everyday.

Wellbeing Score **56**

Support Score **50**

Top 10 Initiatives

Bullying & Harassment	3
Negotiating Skills	3
Decision Making	3
Problem Solving Skills	3
Leadership Development	2
Disciplinary & Grievance	2
Retirement Planning	1
Critical Thinking	1
Mentoring & Coaching	1
Management Skills	1



PHYSICAL WELLBEING is how people feel about the control they have over their physical health and their relationship with bodies.

Wellbeing score **56**

Support score **50**

Top 10 Initiatives

Womens Health	3
Healthy Eating	3
Menopause	3
Healthy Living	2
Health Checks & Screening	2
Joint Replacement	2
Better Sleep	1
Weight Loss & Obesity	1
Gym Membership	1
Access to a Health Expert	1



SOCIETAL WELLBEING is how people feel valued as a member of society, and feel connected to a wider social environment.

Wellbeing Score **73**

Support Score **54**

Top 10 Initiatives

Volunteering in sport	3
Volunteering in a charity	3
Volunteering	3
Volunteering in the community	2
Cultural Diversity	1
ESG Reporting	1
Access to a Societal Expert	1
in sport	1
in a charity	1
Social Value & Social Impact	1

* The report lists only the top 10 initiatives. To see the entire list please log into the portal

The success of any wellbeing strategy is dependant upon organisations providing benefits and wellbeing solutions that meet each individual employee's wellbeing needs.

This section of the report identifies the support they believe is required to maintain their wellbeing levels.

General resources to support your wellbeing

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FINANCIAL WELLBEING is how people feel about the control they have over their financial future and their relationship with money.

Wellbeing score **59**

Support score **55**

Top 10 Initiatives

Access to a Financial Expert	5
Financial Planning	4
Loans & Finance	3
Credit Card Support	2
Money Saving Advice	2
Finance for Females	2
Buying a House	2
Retail Discounts & Savings	2
Debt Advice & Support	1
Tax Advice	1



SOCIAL WELLBEING is how people feel about the control they have over the relationships they have in their lives and the extent of these relationships.

Wellbeing Score **65**

Support Score **52**

Top 10 Initiatives

Feelings & Emotions	5
Gambling Addiction	4
Social Anxiety	3
LGBTQ Plus	2
Equality	2
Family Issues	2
Influencing Skills	1
Social Activities	1
Drug Addiction	1
Loneliness	1



MENTAL WELLBEING is how people feel about the control they have over their minds and their relationship with their feelings and emotions.

Wellbeing score **60**

Support score **49**

Top 10 Initiatives

Neurodiversity	3
Mental Toughness	3
PTSD	2
Burnout	2
Dyslexia & Dyspraxia	2
Resilience	2
Depression	1
Assertiveness	1
Anxiety	1
Focus & Concentration	1



PROFESSIONAL WELLBEING is how people feel about the control they have over their work and their career. It's about liking what they do everyday.

Wellbeing Score **56**

Support Score **50**

Top 10 Initiatives

Life Coaching	3
Mentoring & Coaching	2
Presenting & Communicating Effectively	2
Problem Solving Skills	2
Management Skills	1
Retirement Planning	1
Giving Feedback	1
Personal Development Plan	1
Performance Management	1
Productivity	1



PHYSICAL WELLBEING is how people feel about the control they have over their physical health and their relationship with bodies.

Wellbeing score **56**

Support score **50**

Top 10 Initiatives

Cancer & Returning to Work	2
Health Checks & Screening	2
Exercise for Mental Health	2
Better Sleep	1
Access to a Health Expert	1
Mens Health	1
Private Medical Insurance	1
Healthy Living	1
Joint Replacement	1
Menopause	1



SOCIETAL WELLBEING is how people feel valued as a member of society, and feel connected to a wider social environment.

Wellbeing Score **73**

Support Score **54**

Top 10 Initiatives

Volunteering in a charity	5
Environmental Wellbeing	4
Volunteering	4
Social Value & Social Impact	3
CSR	3
DBS Checks	3
Volunteering in sport	3
Cultural Diversity	2
Economic Issues	1
ESG Reporting	1

* The report lists only the top 10 initiatives. To see the entire list please log into the portal

WELLBEING AREA FOR IMPROVEMENT - 1



Current wellbeing initiatives help me and my team to feel more fulfilled and be more productive

POSSIBLE REASONS



None of the support provided has helped me or my colleagues so far. (6)

Some are not still on board, so cannot answer the impact of these initiatives on their productivity (1)

Although it has had a positive impact, there still are some issues that need to be addressed. Many in the team worry about finance and their health. I don't think we have enough support for those two areas (1)

Wellbeing support is not thought through and doesn't work for me. (3)

There is a lack of trust within my team. (3)

WHAT ACTIONS DO YOU WANT TO TAKE



This survey will help us understand what the specific needs are for the teams. The initiatives we have selected will help to address individual wellbeing needs.

We need to also use the results to play back to the teams what we intend to do over the coming three months to build confidence across the business that we are committed to supporting colleague wellbeing.

Clearly we need to invest in supporting colleagues from a financial and health perspective and this will be a priority over the next three months.

WELLBEING SUPPORT



Tips to make assertive communication easier and effective

The best productivity hacks of all time

The art of paying attention

Why story telling can help you as a leader

Tips to have a better conversation to find common ground

KAYA Guidance Note: Once you have updated your **My Company Wellbeing Plan** in the **KAYA Wellbeing Centre** your wellbeing challenge updates will automatically be added to your report.

WELLBEING AREA FOR IMPROVEMENT - 2

My manager encourages me to innovate and recognises my contribution

POSSIBLE REASONS

They rarely give praise or credit the work I have done. (6)

I'm not sure we are encouraged to innovate, more do as we are told.
Which is ok. (1)

I do not feel encouraged to try out new ideas and innovate. (3)

Some times, my contribution gets ignored (1)

They trust other people rather than me. (2)

WHAT ACTIONS DO YOU WANT TO TAKE

I've been concentrating a little too much on what we need to fix and have missed opportunities to give praise.

We are launching a 'high five' programme within the business to allow employees to nominate each other for monthly awards to support innovation, leading by example and living our values.

WELLBEING SUPPORT

4 ways to improve your brainstorming

The value of kindness at work

Employee appreciation ideas

How to brainstorm effectively with your team

How to encourage experts to share knowledge with their team

KAYA Guidance Note: Once you have updated your **My Company Wellbeing Plan** in the **KAYA Wellbeing Centre** your wellbeing challenge updates will automatically be added to your report.

WELLBEING AREA FOR IMPROVEMENT - 3



Everybody in our team is included in shaping the wellbeing initiatives to improve overall wellbeing

POSSIBLE REASONS



- Not everyone was included in the development of the initiatives. (1)
- We are rarely consulted on wellbeing or work matters. (2)
- We are not listened to when we provide feedback. (1)
- I was never invited to the meeting. (1)
- Only a select few are involved and the solutions meet their needs, not everyone's. (2)

WHAT ACTIONS DO YOU WANT TO TAKE



We have rushed the implementation of wellbeing so far and only consulted those who we know will provide feedback and not be overly critical of what we have been doing.

We need to use this survey to capture what support everyone needs and develop a plan to ensure we are addressing all the key points. The survey process allows everyone to participate and we need to encourage all colleagues to complete the survey next quarter.

WELLBEING SUPPORT



- Why you need to stop being judgemental
- Collective decision making
- Team dynamics and decision making
- Group decision making techniques
- How to silent over talkers in meetings

KAYA Guidance Note: Once you have updated your **My Company Wellbeing Plan** in the **KAYA Wellbeing Centre** your wellbeing challenge updates will automatically be added to your report.



FINANCIAL WELLBEING SUPPORT RESOURCES

Financial Planning

- 1 Financial advice and support
- 2 Financial Health Support
- 3 Create and manage budgets

Access to a Financial Expert

- 1 Introduction to WorkLife
- 2 Expert Financial Advisors
- 3 Financial Wellbeing Support

Money Saving Advice

- 1 Cost of Living Advice
- 2 How Work Life Can Save You Money
- 3 Tackling Inflation

What action(s) you are going to take?

We have identified a wellbeing partner who can support financial planning and access to financial experts. This company also provides an app that contains money saving advice. We expect to integrate this with our existing employee benefit platform to provide staff with a greater range of financial wellbeing support.

We also need to consider our retirement support process and this will be reviewed before the next quarterly survey.

Initiatives to be completed by...



PROFESSIONAL WELLBEING SUPPORT RESOURCES

Life Coaching

- 1 Life Coaching
- 2 Healthy Minds Club Membership
- 3

Bullying & Harassment

- 1 Bullying and harassment course
- 2 Dealing with Sexual Harassment Course
- 3

Problem Solving Skills

- 1 FFL Wellbeing Support Programme
- 2 Problem solving
- 3 Test Resource

What action(s) you are going to take?

We have decided to implement a number of initiatives based on this baseline survey.

Life Coaching will be offered to employees through a new benefits provider, employees can access life coaches at subsidised rates and also engage them for further sessions at their own discretion.

We will run a series of course through our training provider to support leadership, management and business skills including problem solving, mentoring and negotiation skills.

We will also remind managers that we have PDPs and these should be used to assess individuals personal development and address any issues employees want to address through their professional wellbeing assessment.

Initiatives to be completed by...

Life Coaching - 3 months
 Problem Solving Skills - 3 months
 Presenting and Communicating Effectively - 3 months
 Decision Making - 3 months
 Negotiating Skills - 3 months
 Mentoring and Coaching - 6 months



SOCIAL WELLBEING SUPPORT RESOURCES

Family Issues

- 1 Family day
- 2 Life Coaching Support
- 3

Equality

- 1 Equity vs Equality Course
- 2 Equality Law Basics Course
- 3 Achieving Equality and diversity Course

Gambling Addiction

- 1 Gamblers Anonymous
- 2 Gordon Moody Helps
- 3 Life Coaching Support

What action(s) you are going to take?

We have invited a gambling charity to come in and speak to the business as we have seen a number of employees suggest they have or are exposed to gambling issues.

We will remind our employees of the services of our EAP provider and their support for Family Issues and other social issues

Initiatives to be completed by...

Access to a Social Expert - 3 months
Empathy and Compassion - 3 months
Family Issues - 3 months
Feelings and Emotions - 3 months
Gambling Addiction - 3 months



PHYSICAL WELLBEING

SUPPORT RESOURCES

Healthy Eating

- 1 Employee Wellbeing Physical Health
- 2 Heart Based Living
- 3 Menopause and women issues

Health Checks & Screening

- 1 Heart Based Living
- 2 Wellbeing Strategy Workbook
- 3 Wellbeing Webinars

Better Sleep

- 1 Employee Wellbeing Physical Health
- 2 Wellbeing Gift Cards
- 3 Understanding Your Body

What action(s) you are going to take?

We have engaged with a Health Screening business who will provide a basic employee MOT for all employees.

We have also looked at accessing a health eating portal and adding this to the intranet. Healthy eating will be promoted in the office and staff will have a seminar with a nutrition specialist next month.

We are investigating a sleep specialist and have purchased Matthew Walkers book Why We Sleep for all staff.

Initiatives to be completed by...

Healthy Eating - 3 months
Health Checks and Screening - 3 months
Better Sleep - 3 months



MENTAL WELLBEING SUPPORT RESOURCES

Burnout

- 1 Mental Health Support
- 2 How to Prevent Burnout in the Workplace: 20 Strategies
- 3 Tackling Burnout

Mental Toughness

- 1 Employee Wellbeing - Mental Health
- 2 Mental Health Support
- 3 Managing Stress

Neurodiversity

- 1 Intro to Neurodiversity Course
- 2
- 3

What action(s) you are going to take?

We have identified that burnout and resilience is an issue for a significant number of our employees. We are going to introduce some mental skills coaching and mentoring support.

Our EAP provider has a number of mental wellbeing resources and we have reminded staff of their service and how to access EAP.

Neurodiversity is something we have limited experience in and we will work with our HR consultant to establish what we need to do to embrace a neurodiverse culture.

Initiatives to be completed by...

Depression - 3 months
Burnout - 3 months
Anxiety - 3 months
Mental Toughness - 3 months
Neurodiversity - 6 months



SOCIETAL WELLBEING SUPPORT RESOURCES

Volunteering in a charity

- 1 Volunteering Guidance HMRC
- 2 Volunteering Tips - Charity Navigator
- 3 Benefits of working with a charity

Volunteering in sport

- 1 Volunteering Guidance HMRC
- 2 Volunteering in sports
- 3 Volunteering Opportunities

Environmental Wellbeing

- 1 What is Environmental Wellbeing
- 2 The plastic pandemic
- 3 Podcast: Environmental wellbeing

What action(s) you are going to take?

We have decided to identify a charity each year that we will support. We will ask the teams to select the charity from a short list and then allow each employee up to 2 days per annum to support the charity or other charities of their choice.

We will also provide employees with £100 to donate to a sports team of their choice and up to 2 days to support the team if they need it.

We are reviewing our Environmental Policy and will be engaging staff over the next 6 months to update the policy and what actions we wish to take.

Initiatives to be completed by...

Volunteering in a charity - 3 months
Volunteering in sport - 3 months
Environmental Wellbeing - 9 months

Please don't suffer in silence

We know that life can be overwhelming at times and it is not always possible to share how you feel or what you may be experiencing with your family, friends or colleagues. However, that doesn't mean you cannot get help and support.

If you are suffering from any of the issues on this page we have provided some support resources and links to specialists who can help you start the conversation in a safe anonymous space. Help is one click away.

Suicide and Self Harm

- 1 Samaritans helpline 116 123
- 2 CALM (Campaign Against Living Miserably) Helpline: 0800 58 58

Drug Addiction

- 1 Home - Hope UK
- 2 Narcotics Anonymous in the United Kingdom Phone: 0300 999 1212

Alcohol Addiction

- 1 Alcohol support services | Drinkaware
- 2 Get help now | Alcohol Change UK

Gambling

- 1 Gordon Moody - Tackling Gambling Addiction
- 2 GamCare - Support for people affected by problem gambling

Workplace Bullying

- 1 Supportline.org.uk - Phone: 01708 765200
- 2 Nationalbullyinghelpline.co.uk- Phone - 0300 323 0169

Physical Abuse

- 1 Physical abuse - DSA Helpline Phone: 0808 802 1414
- 2 Physical Abuse - Runaway Helpline Phone: 116 000



**IMAGINE THE IMPACT
ON PERFORMANCE IF
EMPLOYEE WELLBEING
INCREASED BY JUST 1%**



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