



WEEK 2 : Wellness Designed For You

A curated set of resources to help , your team, and your workplace to thrive at your own pace, in your own way.



This week's resources

1 30-Day Healthy Habits Challenge



A 30-day challenge designed to help you build, maintain, and celebrate healthy habits that support your physical, mental, and emotional wellbeing.

2 Habit Tracker Templates



Weekly and monthly habit tracking templates to help you stay consistent, accountable, and motivated as you build positive routines.

3 SMART Goal Workbook



A practical workbook to help you set Specific, Measurable, Achievable, Relevant, Time-Bound, Inclusive, and Equitable wellbeing goals.

4 Flexible Wellness Challenge Options



A collection of adaptable wellness challenges that can be customized to fit different workplace cultures, schedules, and employee interests.

5 Customizable Wellness Goal Sheets



Fillable goal sheets that support personal wellness planning, goal setting, and self-reflection across multiple dimensions of wellbeing.

6 Wellness Points & Rewards System



A points-based system that recognizes progress, encourages participation, and rewards healthy behaviours and team engagement.

7 Weekly Team Wellness Check-Ins



Simple check-in templates and prompts to encourage team conversations, share wins, identify challenges, and support collective wellbeing every week.



EXCELLENCE
CANADA

improving performance, recognizing excellence • améliorer le rendement, reconnaître l'excellence

Weekly Team Wellness Check-Ins

WELLNESS DESIGNED FOR YOU

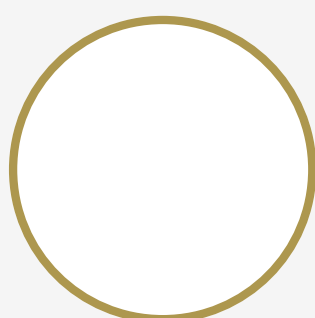
This resource provides managers, supervisors, wellness champions, and team leaders with guided discussion prompts for each week of Canada's Healthy Workplace Month.



THE FOUNDATION

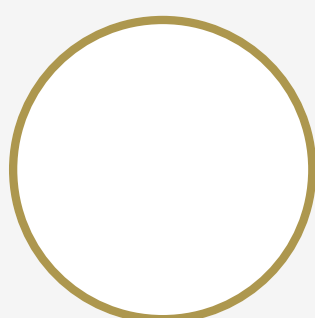
Why Check-Ins Matter

Workplace wellbeing conversations do not require lengthy meetings or formal processes. Short, consistent check-ins can create meaningful opportunities for connection and reflection, contributing to a healthier and more engaged workplace.



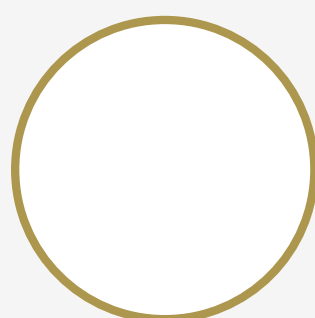
CONNECTION

Encourages meaningful employee connection and strengthens team relationships.



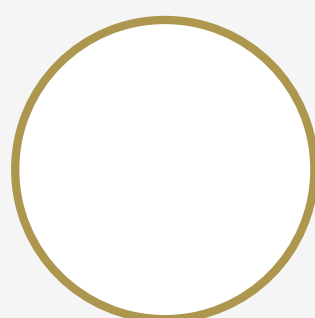
PSYCHOLOGICAL SAFETY

Supports a workplace culture where employees feel safe to share and reflect openly.



REFLECTION

Creates dedicated opportunities for employees to reflect on their own wellbeing.



CULTURE

Strengthens workplace culture by demonstrating that employee wellbeing is a priority.

HOW EMPLOYERS CAN USE THIS RESOURCE

These discussion prompts can be incorporated into a variety of workplace settings. Choose the format that works best for your team and organizational culture.

- Team meetings
- Morning huddles
- Shift change discussions
- Virtual meetings

Recommended length: 5 to 15 minutes per conversation

The goal is to encourage connection, reflection, psychological safety, and supportive workplace conversations. These check-ins are designed to be inclusive, voluntary, and adaptable to the unique needs of every workplace.

WEEK 1

Wellness Designed for You

Discussion Prompts for Team Conversations

- 01

What helps you feel your best at work?
- 02

What wellbeing resources do you find most helpful?
- 03

What is one thing you would like to prioritize this month?
- 04

How would you describe your ideal workday?
- 05

What does workplace wellness mean to you personally?
- 06

Is there a small change that could improve your day-to-day experience?
- 07

What support from your team helps you feel at your best?

REFLECTIONS AND NOTES

WEEK 2

Building Sustainable Habits

Discussion Prompts for Team Conversations

- 01

What healthy habit are you currently working on?
- 02

What helps you stay consistent with positive routines?
- 03

What challenges have you experienced when trying to build new habits?
- 04

What small action would you like to focus on this week?
- 05

How do you remind yourself to take breaks during the workday?
- 06

What is one habit that has had a positive impact on your wellbeing?
- 07

How can we as a team support each other in building healthy habits?

REFLECTIONS AND NOTES

WEEK 3

Your Toolbox for Thriving

Discussion Prompts for Team Conversations

- 01

What strategies help you manage stress during busy periods?
- 02

Who or what are your go-to support systems when things feel overwhelming?
- 03

What resources or tools have you found most helpful for your wellbeing?
- 04

How do you recharge after a challenging day?
- 05

What does resilience look like for you in the workplace?
- 06

Are there wellbeing resources available that you have not yet explored?
- 07

What is one thing that helps you stay grounded during times of change?

REFLECTIONS AND NOTES

WEEK 4

Owning Your Wellness Roadmap

Discussion Prompts for Team Conversations

- 01

What is one lesson about your wellbeing that you have learned this month?
- 02

What healthy habit would you like to carry forward beyond October?
- 03

How has participating in Healthy Workplace Month influenced your perspective?
- 04

What goal related to your wellbeing would you like to set for the coming months?
- 05

What will you do differently going forward to support your own wellness?
- 06

How can we continue these conversations as a team after this month?
- 07

What message of encouragement would you share with a colleague about workplace wellness?

REFLECTIONS AND NOTES

BEST PRACTICES

Facilitation Guide

For Managers, Supervisors, Wellness Champions, and Team Leaders

● **Voluntary Participation**

Ensure that participation in check-in conversations is always voluntary. Employees should never feel pressured to share more than they are comfortable with.

● **Respect Employee Privacy**

What is shared during check-ins should be treated with respect and confidentiality. These conversations are not documented for performance purposes.

● **Focus on Listening**

The most effective check-ins prioritize listening over solving. Resist the urge to offer immediate solutions and instead create space for employees to be heard.

● **Encourage Inclusion**

Be mindful of different communication styles and comfort levels. Offer alternative ways for employees to participate, such as written responses or smaller group discussions.

● **Celebrate Participation**

Acknowledge and appreciate employees who engage in these conversations. Recognition does not need to be formal; a simple thank you can go a long way.

● **Avoid Putting Employees on the Spot**

Never single out individuals or ask them to share in front of the group unless they have volunteered. Allow employees to pass without explanation.

● **Adapt to Your Environment**

Every workplace is different. Adapt the timing, format, and delivery of these conversations to suit your team, whether in person, remote, hybrid, or shift based.

"Meaningful workplace wellbeing conversations do not need to be lengthy or complicated. Small, consistent opportunities for connection can contribute to a healthier and more supportive workplace culture."