



MANAGER GUIDE

MANAGER'S PLAYBOOK

A Four-Week Roadmap



CANADA'S HEALTHY WORKPLACE MONTH



A four-week roadmap to help you
guide, engage, and support your team
throughout Canada's Healthy
Workplace Month

Follow the weekly theme, then use the matching checklist to explore each week’s resources.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 WEEK 1	6 WEEK 1	7 WEEK 1	8 WEEK 1	9 WEEK 1	10
11	12 WEEK 2	13 WEEK 2	14 WEEK 2	15 WEEK 2	16 WEEK 2	17
18	19 WEEK 3	20 WEEK 3	21 WEEK 3	22 WEEK 3	23 WEEK 3	24
25	26 WEEK 4	27 WEEK 4	28 WEEK 4	29 WEEK 4	30 WEEK 4	31

MONTH AT A GLANCE

- 1

Wellness Designed for you

Explore wellness supports and reflect on your team’s well-being.
- 2

Building Sustainable Habits

Set realistic goals and begin building positive wellness habits.
- 3

Your Toolbox for Thriving

Use reflection, mindfulness, peer support, and burnout prevention tools.
- 4

Owning Your Wellness Roadmap

Review your progress, recognize contributions, and choose your next step.



WELLNESS DESIGNED FOR YOU

MANAGER WEEKLY CHECKLIST

Complete each task throughout the week to support your team's well-being.

☐		Review the Welcome Kit to understand this week's objectives and the wellness resources available to your team.
☐		Explore the inclusion resources (Inclusive Leadership Toolkit, Cultural & Multicultural Wellness Resources, 2SLGBTQI+ Allyship & Belonging Guide , and Neurodiversity-Friendly Workplace Checklist) to identify practical ways to foster an inclusive and supportive workplace.
☐		Complete the Wellness Self-Assessment to reflect on your own well-being and become familiar with the employee experience.
☐		Send the Week 1 Launch Email to introduce Canada's Healthy Workplace Month and encourage employees to participate.
☐		Display the Wellness Posters and Digital Signage in visible areas or share them through your organization's communication channels.
☐		Encourage employees to complete the Wellness Self-Assessment and explore the Welcome Kit to help them discover the wellness supports available.
☐		Check in with your team throughout the week, answer questions, and encourage participation in the Week 1 activities.



BUILDING SUSTAINABLE HABITS

MANAGER WEEKLY CHECKLIST

Complete each task throughout the week to support your team's well-being.

☐		Review the SMARTIE Goal Workbook and Customizable Wellness Goal Sheets to prepare for supporting employees in setting meaningful wellness goals.
☐		Select a 30-Day Healthy Habits Challenge or Flexible Wellness Challenge that best suits your team's interests and work environment.
☐		Share the Habit Tracker Templates and encourage employees to track one or two healthy habits throughout the week.
☐		Introduce the Wellness Points & Rewards System and explain how employees can earn recognition by participating in wellness activities.
☐		Facilitate a Weekly Team Wellness Check-In to discuss wellness goals, celebrate progress, and identify any challenges or support needs.
☐		Encourage employees to continue participating in their selected challenge, update their habit trackers, and work toward their personal wellness goals.
☐		Reflect on your team's engagement and identify one opportunity to further support healthy habits in the coming weeks.



YOUR TOOLBOX FOR THRIVING

MANAGER WEEKLY CHECKLIST

Complete each task throughout the week to support your team's well-being.

☐

Review the Burnout Prevention Toolkit and Peer Support Program to become familiar with strategies and resources that support employee well-being.

☐

Use the Emotional Check-In Cards to encourage open conversations about well-being during a team meeting or one-on-one discussion.

☐

Share the Mindfulness Break Prompts and encourage employees to take short wellness breaks throughout the week.

☐

Introduce the Weekly Reflection Planner and encourage employees to reflect on their well-being, accomplishments, and areas where they may need additional support.

☐

Remind employees about available support resources, including peer support opportunities and workplace wellness resources.

☐

Check in with your team throughout the week, recognize signs of stress or burnout, and offer support where appropriate.

☐

Reflect on your team's well-being and identify one action you can take to continue fostering a supportive and psychologically safe workplace.



OWNING YOUR WELLNESS ROADMAP

MANAGER WEEKLY CHECKLIST

Complete each task throughout the week to support your team’s well-being.

☐

Review the Excellence Roadmap to understand how employees can continue building healthy habits beyond Canada's Healthy Workplace Month.

☐

Recognize employee participation using the **Gratitude & Recognition** resources to celebrate individual and team contributions throughout the month.

☐

Present the Employee Recognition Certificates to acknowledge participation and reinforce a culture of appreciation.

☐

Send the Thank You Message to celebrate your team's involvement and encourage employees to continue prioritizing their well-being.

☐

Encourage employees to reflect on the wellness habits, goals, and strategies they plan to continue after the program ends.

☐

Reflect on your team's participation and identify one or two ways to continue supporting employee well-being throughout the year.

Congratulations!

Thank you for supporting your team's well-being throughout Canada's Healthy Workplace Month. Your leadership helps create a healthier workplace every day.