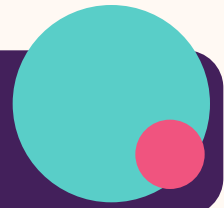


WorkWell Rollout Checklist

BEFORE • DURING • AFTER THE SESSION



A simple implementation guide for the workplace contact coordinating WorkWell.

BEFORE

- ☐ Confirm the audience, session format and date
- ☐ Choose an internal workplace contact
- ☐ Share the invitation and explain the purpose
- ☐ Provide managers with the quick-reference guide
- ☐ Print employee materials and question cards
- ☐ Confirm accessibility or participation needs

DURING

- ☐ Welcome participants and set expectations
- ☐ Remind participants that personal disclosure is optional
- ☐ Provide anonymous question cards
- ☐ Distribute the relevant employee and manager materials
- ☐ Allow time for questions and personal action planning

AFTER

- ☐ Share the resource card and digital materials
- ☐ Collect anonymous feedback
- ☐ Remind employees who to contact internally
- ☐ Follow up on questions that were not answered
- ☐ Consider next steps for policies, education or awareness
- ☐ Schedule a future check-in or refresher session

Internal workplace contact

Name: _____ Email: _____ Phone: _____