

**SKILLS FRAMEWORK FOR HUMAN RESOURCE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Workforce Engagement					
TSC	Health and Wellness Programme Management					
TSC Description	Develop and implement employee health and wellness programmes to promote a healthy and productive workforce					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			HRS-HRM-3019-1.1	HRS-HRM-4019-1.1	HRS-HRM-5019-1.1	
			Implement programmes to promote employee health and wellness	Translate strategies into employee health and wellness programmes that promote a healthy and productive workforce	Establish employee health and wellness strategies to support organisation's objectives, vision, mission and values	
Knowledge			<ul style="list-style-type: none"> Legislative requirements related to employee health and wellness data Factors impacting employee health and wellness Trends and technology promoting healthy lifestyles Types of employee health and wellness programmes Guidelines that translate organisational policies into day-to-day good employee health and wellness practices Benefits of employee health and wellness programmes Communication techniques and channels to disseminate information on employee health and wellness programmes 	<ul style="list-style-type: none"> Best practices in employee health and wellness management Legal and ethical considerations related to employee health and wellness data Organisational policies and procedures related to employee health and wellness management Contributions of employee health and wellness programmes to the achievement of organisation's objectives Stakeholder engagement techniques Tools to evaluate employee health and wellness programmes Roles and accountabilities of line managers in promoting employee health and wellness Measures to evaluate the effectiveness of employee health and wellness programmes 	<ul style="list-style-type: none"> Internal and external influences that impact employee health and wellness programmes Changes in health and wellness patterns and needs of employees Guidelines for developing organisational policies and procedures Links between employee health and wellness strategies and business strategies Methods of evaluating the effectiveness of employee health and wellness strategies and programmes Impact of market trends and developments on employee health and wellness strategies 	

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<p>Abilities</p>			<ul style="list-style-type: none"> • Identify new trends and technologies that promote healthy lifestyles • Conduct research on best practices in employee health and wellness management • Identify the current state of the health and wellness of different employee groups • Implement employee health and wellness programmes according to plan • Communicate health and wellness programmes to employees using appropriate communication channels • Gather feedback on the effectiveness of employee health and wellness programmes 	<ul style="list-style-type: none"> • Assess risks associated with the current state of health and wellness of different employee groups • Analyse relationship between employee health and workforce productivity • Evaluate potential costs and benefits of employee health and wellness programmes • Develop employee health and wellness programmes and action plans • Secure buy-in from key stakeholders on employee health and wellness programmes • Manage employee health and wellness programmes and resources • Align employee health and wellness programmes with organisational policies and legislative requirements • Examine internal and external influences that impact employee health and wellness programmes • Analyse feedback on the effectiveness of employee health and wellness programmes • Recommend enhancements to employee health and wellness programmes • Equip line managers with tools and information to promote employee health and wellness 	<ul style="list-style-type: none"> • Identify employee health and wellness issues to support the development of employee health and wellness strategies • Consult key stakeholders in the strategic review of employee health and wellness management to secure buy-in • Create alignment between employee health and wellness programmes and existing human resource (HR) programmes • Develop policies and procedures to incorporate employee health and wellness principles • Establish the criteria and measures to evaluate the effectiveness of employee health and wellness strategies and programmes • Develop processes and systems to gather and analyse feedback on employee health and wellness programmes • Assess the effectiveness of employee health and wellness strategies • Adapt employee health and wellness strategies based on market trends and developments 	
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