Culture and Values	
	Yes or No
Are culture, values and behaviours defined for your organisation?	
• If so, are they communicated to people?	
• Are your culture and values embedded into the everyday language of the organisation?	
Are personal, team and organisational achievements recognised and celebrated?	
Is strategic, organisational performance communicated to your staff members?	
• How can staff ask questions or make suggestions in relation to that?	
Staff Engagement and Communication	
Are organisational events held to communicate progress and build a sense of team working?	
• If so, do the events include all staff, not just Managers?	
Are staff members given an opportunity to make suggestions for the content of team events?	
Are organisational events used to seek feedback from staff on their work environment and their working practices?	
Is there two-way communication between your staff members and senior Managers?	
Do staff members have opportunities to talk to senior staff?	
Is there a mechanism for staff to make suggestions for change?	

Operational Strength	
	Yes or No
Has every staff member been recruited using a job description that's truly reflective of the responsibilities of their role?	
Does every staff member have an accurate, current job description?	
Does every staff member receive an induction into the organisation to explain 'how we do things around here'?	
Do all staff members know where your organisational policies are stored?	
• Can they access them easily if they have a question and are staff informed when changes are made?	
Are your organisational policies regularly updated?	
• Are staff members given the chance to make suggestions and requests for change on your organisational policies?	
Can every staff member cover at least one other person's role in the event of their absence?	
Does every staff member know who their Line Manager is and who to escalate an issue to in that person's absence?	

Performance Management	
	Yes or No
Does every staff member know the organisation's strategic plan for the next 12 months and understand their role in making it a success?	
• Is that documented in their performance review?	
Do all staff members have performance objectives which are achievable within the remit of their role?	
Are regular performance reviews held, at least six-monthly but preferably quarterly?	
Do all staff members have training and development objectives?	
Is the annual completion of performance reviews signed off by a senior team member?	
• Is non-completion challenged?	
Line Management	
Do all staff members know how well they're performing?	
Does every Line Manager hold regular one-to-one meetings with each team member, at least once a month but preferably fortnightly?	
Does every team have regular team meetings, at least once a month?	
Does every team take time out for development sessions at least twice a year? (A development session might be a day or half-day session)	
Is under-performance challenged, with areas for development identified and supported?	
Are staff members signposted to support if they are struggling to meet the requirements of their role?	
• Are all Line Managers aware of the options for support available to their teams?	
Are mechanisms in place to allow Line Managers to recognise and celebrate great performance?	

Personal, Team and Organisational Resilience	
	Yes or No
Are staff members given the opportunity to talk about their wellbeing and resilience?	
Are teams given the opportunity to recognise their strengths and areas for development?	
Do teams spend time together to promote wider team-working across your organisation to encourage effective work relationships?	
Has a forum such as an organisational development group been established to give interested staff members the opportunity to discuss personal, team and organisational development opportunities?	
• Is that group supported to succeed by the senior team?	
Health and Wellbeing Initiatives	
Do you run staff engagement, health and wellbeing initiatives? Examples might include:	
• A baking challenge	
• Supporting charity events such as Comic Relief, Children in Need and the Macmillan Coffee Morning	
• Having a running club, football or rounders team	
• Encouraging people to walk at lunchtime and have walking meetings	
• Inter-team exercise/activity challenge	
• Lunchtime self-development sessions (run by staff with an interest in self-development)	
Do staff have access to regular social events, either with their team or the wider organisation?	

If you'd like some help to develop an effective culture of workforce wellbeing in your business, you can contact me at:

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