

Suggestion Box

Here are five quick guidelines to keep in mind when creating your suggestion system:

1. **Reward good ideas.** Your wellness program should satisfy the health goals of employees, and they likely have great ideas for improvements and new possibilities. If a suggestion is valid, implement it.
2. **Make the process simple and accessible.** Employees should be able to send ideas and feedback in a variety of ways, including a dedicated email address (for example, wellnesssuggestions@abccompany.com), a suggestion box placed in a convenient and prominent office location and face to face.
3. **Encourage feedback from all workers.** Don't restrict certain levels of employees from adding their input. Equally weigh suggestions from all workers.
4. **Allow anonymity.** Health is a sensitive topic for many people, and some won't want their names associated with suggestions. Provide them the option to be nameless.
5. **Thank workers.** It's simple but effective—a pat on the back or small gift encourages further suggestions and lets employees know you value their ideas and feedback.

(Source: Hope Health News, Jan 26, 2010. <http://blog.hopehealth.com/>)