



Developing an integrated organisational wellness programme

Strategy to implementation

13 March 2012 • Johannesburg
27 March 2012 • Cape Town

ONE-DAY WORKSHOP

Information

Siphiwe Mashoene

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**KNOWLEDGE
RESOURCES**

www.kr.co.za

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About the Facilitators

Tracy Harper, *Manager: Client relations and Organisational Wellness Consulting EOH Health*

A qualified and registered Occupational Social Worker and Proudly South African, Tracy is well renowned both nationally and internationally in Employee Assistance and Wellness fields. Over the last 20 years, Tracy has built up a career as one of South Africa's leading Organisational Health, Wellness and EAP consultants and capacity builders, working at top level with some of the country's largest private and public organisations. Tracy has jointly designed and introduced large programmes in these sectors and has excellent knowledge of the wellness industry. Tracy is an industry leader and has a track record in the development, training and writing Employee Assistance and Wellness reports for Strategic Business and Operational Intelligence. Tracy is known as a thought leader, analytical and creative problem-solver and has had numerous successes in leading cross-functional, multidisciplinary and/or multi-stakeholder teams to create new initiatives in all aspects of organisational wellness. Tracy is a founding member and first President of the Employee Assistance Professionals Association-SA.

Maretha Delpert, *Organisational Health Promotion and Consulting*

Maretha has a M.Sc. in Biokinetics. She has been involved in establishing wellness programmes in Corporates since 1997. She was involved in integrated wellness programmes with the department of Health, corporates and in the mining industry. The first onsite HRA assessment tool was developed by her in the early nineties. Maretha understands the integration of Health Promotion services due to the establishment of various programmes in the corporate sector as she was involved in the start-up of many corporate wellness programmes. Maretha is a Wellness Coach and has designed a wellness coaching training for Health professionals.

SETA accreditation

Many of our delegates enquire after our accreditation status. There is a misguided opinion that organisations can only claim their levies back if they use accredited training providers only. This is not entirely correct. In the Government Gazette (No.20865 of 7 February 2000), it clearly states that the Skills Development Levies Act provides for recovery of a levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs), and the submission of the names of Skills Development Facilitators (SDFs), and not on the basis of making use of accredited providers or NQF-aligned training and development events only.

THE CONTEXT

Defining what we mean by an Organisational Wellness Programme

- What are the components?
- What are not components?

Defining what we mean by integration in the context of Organisational Wellbeing

- What are the integration points within an Organisation?
- What are the integration points of services?
- What is integration?
- What is not integration?

Why integration

- Trends globally and locally
- The Business Case

STRATEGY DEVELOPMENT STEPS

- Formulating the Integrated Organisational Wellness Strategy
- Assessing the current situation within your organisation
- Defining the required situation within your organisation
- Ensuring alignment with Business and HR objectives
- Developing your organisations Integrated Organisational Wellness Delivery Model
- Setting the budget
- Pitfalls to avoids - Tips

RESOURCING OPTIONS

- Who
- What
- How
- When

IMPLEMENTATION

Integrated Organisational Wellness Programme Implementation and Management

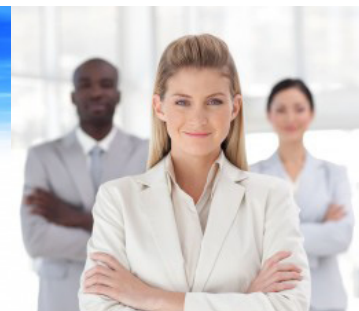
- Contractual tasks and processes
- Change and Integration Tasks and Process
- System development tasks and processes
- Measurement and evaluation
- Roles and Responsibilities

On completion of the workshop participants will be able to

- Outline the components of an Integrated Wellness Programme for their organisation
- Delineate what are the integration points for their organisation
- Develop a business case for integration for their organisation
- Understand the local and global business trends of integration
- Determine the critical strategic priorities for the business
- Determine the resourcing
- Understanding the mapping and negotiation process of IOWP

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Registration

Registration fee

R 4 675.00

The above registration fee includes VAT, lunch and refreshments, parking and workshop material

Terms and Conditions

Please note: Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

Please note: If you have not received confirmation in writing, of your booking before the event, please contact us on 011 880 8540 to confirm that we have received your registration.

SOMETHING HAS COME UP AND I CANNOT ATTEND
If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee
- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip

Nedbank Cresta
Account No.: 1913164489
Branch Code: 191305
FAX: 011 880 8700

Please note: Payment must be received by no later than 15:00 the day before the first morning of the event.

KNOWLEDGE RESOURCES

Crous Knowledge Resources Pty Ltd T/A Knowledge Resources
Ground Floor, The Mews, 173 Oxford Road, Rosebank, 2196
Company Reg. No. 1991/000853/07

Special Offer

- Register 3 delegates and the 4th delegate attends free of charge!
- Special discount for registered NPO's, small businesses (30 or less employees) & full-time lecturers at universities/colleges/schools – contact us for more information!

Registration Methods

- Register online GO TO www.kr.co.za
- Phone Plaxy Kathumba on 011 880-8540
- Fax completed registration form to 011 880-8700 / 9829
- Email completed form to plaxy@knowres.co.za

Once payment has been made please fax through proof of payment with the event's name written in the top right-hand corner

PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received.

Booking made by

Phone Email

Date Signature

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1

Name Title

Designation

Phone Fax

Cellular Email

Company

Company VAT Number

Postal Address

Postal Code

Dietary Requirements

DELEGATE 2

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 3

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 4

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 5

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

CREDIT CARD PAYMENT

Card Holders Visa / Master Amex Diners Mark appropriate box Expiry Date

Card No. CCV No.

Amount (All prices include VAT)

Date Signature