

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Organise health education activities related to employee wellness
Code	107104L4
Range	Making use of available support, resources and information to organise health education activities related to employee wellness. This applies to the promotion of employee wellness and related health education for building an engaged and energised workforce for the organisation.
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the latest trends and information related to healthy lifestyle and employee wellness, as well as the current health risk that may affect operation of the organisation • Understand employee needs in terms of employee wellness and related health education 2. Applications and Processes <ul style="list-style-type: none"> • Assess employee health situation based on statistics (e.g. sick leave records and medical claims) • Search for available support and resources (e.g. professional service providers) and relevant information on employee wellness and health education • Conduct cost analysis for different options and complete a budget for senior management's approval • Prepare a regular plan with defined time frame on employee wellness initiatives and related health education • Implement activities related to health education (e.g. sharing health tips on intranet, health talks, on-site physical check-up) • Communicate the benefits and practical tips of maintaining a healthy lifestyle with employees • Liaise with different parties (e.g. medical services providers and doctors) in delivering employee wellness initiatives • Organise campaigns to promote the employee wellness in the organisation 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Collect feedback from employees and make necessary adjustments for effectiveness of the employee wellness initiatives • Benchmark best practices of planning and organising health education activities
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of cost analysis for different options of employee wellness initiatives and related health education. • Implementation of endorsed health education plans and activities to achieve employee wellness and work-life balance.
Remark	