Step Two:
Needs assessment

Step Two Checklist		
	Small Business	**Medium to Large Business**
Considered the information you would like to collect and how you will do it	☐	☐
Considered privacy and confidential storage of information	☐	☐
Communicated the voluntary nature of taking part	☐	☐
Set yourself a time frame to collect the information and some people to assist you with the tasks	☐	☐
Identifying needs of people		
Collected information about the wants and wishes of employees	☐	☐
Considered the health and wellbeing issues of employees	☐	☐
Identifying need within places		
Identified gaps and priorities in workplace environment (eg facilities and practices that may prevent healthy behaviours)	☐	☐
Identifying need for vision		
Identified the opportunities for social and management support of health and wellbeing	☐	☐