



Wellness Training : Semi annual Plan Brochure

H1 2022 Schedule (January – June)

To: All Production Managers, Shift Supervisors, and Team Leads

Subject: Wellness Session Schedule & Attendance Protocols

Objective: To sustain the operational improvements we achieved last year, YOJ Pack-Kraft is launching the **H1 2022 Wellness Series**. These sessions are designed to keep your workforce healthy, reduce unplanned absenteeism, and improve shift focus.



The Schedule: Every 3rd Thursday

- **Day :** 3rd Thursday of every month
- **Time:** 9:00 AM – 10:00 AM
- **Location:** Assembly area
- **Target Audience:** Shopfloor Operators, Helpers, and Technicians

The 6-Month Roadmap (Jan – Jun 2022)

Month	Theme	Why Your Team Needs This
January (Jan 20)	Ergonomics & Back Care	Reduces fatigue and back pain from heavy lifting or standing, minimizing injury-related leave.

Month	Theme	Why Your Team Needs This
February (Feb 17)	Heart Health & Stress	Teaches "calmness under pressure" skills to handle high production targets without burnout.
March (Mar 17)	Hydration & Heat Safety	Prepares the team for summer months; prevents dehydration and energy drops during hot shifts.
April (Apr 21)	Nutrition for Energy	Simple diet changes to prevent the "mid-shift slump" and keep focus high.
May (May 19)	Mental Resilience	Basic mindfulness techniques to improve concentration and reduce error rates.
June (Jun 16)	Safety Habits Refresh	Reinforcing behavior-based safety to ensure standardized work practices.

Evidence from Our Previous Sessions

You might ask, *"Is this worth taking my team off the line for an hour?"* The data says **yes**. Based on our previous sessions, investing this time returns value directly to your shift performance.

Success Stories (Reference):

-  **Reduced Absenteeism:** Departments with high participation in previous wellness modules showed a measurable decrease in unplanned leave.
-  **Improved Facilities:** Worker feedback from these sessions directly led to the installation of new water coolers and better rest areas, solving complaints before they became grievances.
-  **Higher Engagement:** Teams reported feeling more "cared for," leading to better morale and willingness to put in extra effort during rush orders.

Supervisor's Action Checklist

As a leader, your role is to ensure your team takes these sessions seriously.

1. **Brief Your Team:** "Team, on Thursday we have the [Month Name] wellness session. It's important because [Use 'Why Your Team Needs This' from Page 1]. I want everyone to attend."
2. **Manage the Roster:** Rotate your staff so that essential machine operations continue while ensuring maximum attendance for the session.
3. **Encourage Feedback:** Ask your team after the session: "*What was one useful thing you learned?*" This reinforces the training and shows you value their development.
4. **Spot Check:** Notice if your team is using the new skills (e.g., are they stretching before lifting? are they drinking enough water?). Acknowledge good habits when you see them.

For Schedule Adjustments or Queries:

Contact the **L&D Desk (Ext. 402)** Dr. Vishwajeet Vinayak Gaike, Ph.D.

Authorized by Plant Management & HR

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