
THE WELL-BEING AWARDS 2024 STEP-BY-STEP GUIDE

Everything you need for a smooth application process

This step-by-step guide allows you to prepare for your application thoroughly. Collect vital information from other departments or co-workers. Keep in mind:

- Once you've completed a step and gone on to the next step, you can't go back to alter the information. Prepare beforehand.
- We advise you to draft a document following the steps below before completing the application form.
- Assemble additional materials and keep them close; you'll be asked to upload them during the final step.
- You can complete the application form in Dutch, French or English.
- Make sure to enlist before April 14, 2024!

STEP 1: GETTING STARTED

It all starts with one click of the button.

STEP 2: PROVIDE US WITH YOUR COMPANY INFO

We want to get to know you. In this step, you'll be asked to provide crucial company information like:

- Your organisation or company name
- The industry you're active in
- The size of your company or organisation
- The dedicated contact within your organisation
- Details: address, city, postal code, country
- Contact information: e-mail address and phone number

STEP 3: SELECT YOUR PREFERRED AWARD

You can apply for one out of seven awards.

- Only select one award per application.
- Want to register for multiple awards? You'll need to fill in separate application forms.

Do you want to read up on each award? Consult the [Award page](#) on our website!

STEP 4: DESCRIBE YOUR INITIATIVE

Showcase why you're eligible for the award you want to win! Inform us of your company or organisation's initiatives to enhance workplace well-being.

Good to know:

- Maximum ten lines
- Maximum 300 words

STEP 5: DEEP DIVE INTO YOUR INITIATIVE

This step allows you to expand on the initiatives you took. How did you implement them? What was the road map? Which results did you achieve? Why was it an original and innovative idea, and how did you distinguish yourself from similar initiatives? Who was involved, which departments were on board, and how did you reach your goal?

Good to know:

- Maximum five lines
- Maximum 200 words

STEP 6: EXPLORING THE REACH OF YOUR INITIATIVES

Describe the reach of the initiatives: how many people were involved, how many were engaged and reached – both directly and indirectly?

Good to know:

- Maximum five lines
- Maximum 200 words

STEP 7: THE RESULTS

Share the results of your approach and the impact the initiative had. How did you determine whether your goals were reached?

Good to know:

- Maximum five lines
- Maximum 200 words

STEP 8: SCALABILITY AND ADOPTABILITY

Let us know whether the initiative is scalable to the larger organisation. Can others adopt it? Motivate your answer and tell us!

Good to know:

- Maximum five lines
- Maximum 200 words

STEP 9: COMMUNICATION STRATEGY

Tell us how you communicated the initiatives to your employees. How did you get everyone on board, and what did your communication strategy look like?

Good to know:

- Maximum five lines
- Maximum 200 words

STEP 10: SHARE YOUR ADDITIONAL MATERIALS

Provide additional material to broaden the perspective on the initiatives you took. Pictures, graphics, communication material, press releases, video... everything goes!

Good to know:

- You can upload the files inside the form.