



# Master Trainer Course - Day 3

*Developed by IHU*



Co-funded by  
the European Union



## Table of Contents

### Designing & Sustaining Well-being Programs 3

#### Unit 3.1 – Designing WSA Programs 3

#### *Instructions for WSA Program Design Worksheet 3*

Table 1

4

# Designing & Sustaining Well-being Programs

## Unit 3.1 – Designing WSA Programs

### *Instructions for WSA Program Design Worksheet*

This worksheet aims to guide your team through the four critical phases of creating a Whole School Approach (WSA) wellbeing plan, using the evidence-based PERMA model.

#### Phase 1: Needs Assessment

- **Priority Level:** Start by determining the urgency of the challenging situation you are tackling. Rank it as **High, Medium, or Low**.
- **Challenging situation:** Clearly **describe the observable situation, symptom, or unmet school need**. Avoid generalities; use specific, data-backed language (e.g., "Staff turnover rate increased by 10% in the last year," not "Staff are unhappy").
- **Existing Strengths/Assets:** Before designing an intervention, **identify existing internal resources** (people, programs, skills, or spaces) that you can leverage to address the need.

#### Phase 2: Goal Setting

- **SMART Goal:** Write a **single, measurable goal** that is **Specific, Measurable, Achievable, Relevant, and Time-bound**. This is your target outcome and must directly address the Challenging Situation (e.g., "By the end of Term 3, peer conflict referrals will be reduced by 25%").

#### Phase 3: Intervention Design

- **PERMA Element:** **Select the core element** (Positive Emotion, Engagement, Relationships, Meaning, or Accomplishment) that your goal primarily aligns with.
- **WSA Design Paradigm (Strategic Focus):** **Define the strategic principle** behind your action. This is the "why" (e.g., "Build emotional resilience among students," or "Strengthen collegial trust").
- **School Strategy or Activity (Intervention):** **Describe the specific action or program** you will implement (e.g., "Launch a mentor program for Year 5 students," or "Integrate a weekly 'Three Good Things' reflection into staff meetings").
- **Actions & Roles:** **Outline the first three concrete steps** needed for implementation and **assign a clear leader or team** responsible for each step.

#### Phase 4: Evaluation & Review

- **Indicators / Measurement:** **Specify the data source** you are going to use to measure progress against your SMART Goal. This answers the question: "How will we know if we achieved the goal?" (e.g., **Survey data, Observation checklists, or Attendance records**).

- **Timeline / Review:** Set specific dates for key check-ins, reporting, and the final review of the intervention's effectiveness. This ensures accountability and builds in time for necessary adjustments.

**Table 1**

WSA PERMA Program Design and Planning Guide				
Phase	Steps		Guiding Question	Team Response
<b>1. Needs Assessment</b>	1	<b>Priority Level</b>	How critical is this problem (High/Medium/Low)?	
	1	<b>Challenging Situation</b>	What is the observable situation, symptom, or unmet school need?	
	2	<b>Existing Strengths / Assets</b>	What current resources (skills, programs, people) can we leverage to address this need?	
<b>2. Goal Setting</b>	3	<b>SMART Goal</b>	What is the Specific, Measurable, Achievable, Relevant, and Time-bound goal for this intervention?	
<b>3. Intervention Design</b>	4	<b>PERMA Element</b>	Which element does the goal primarily align with (P, E, R, M, or A)?	
	5	<b>WSA Design Paradigm (Strategic Focus)</b>	What is the overall principle (e.g., Foster flow and strengths use, Strengthen trust)?	
	5	<b>School Strategy or Activity (Intervention)</b>	What is the specific, actionable thing the school is going to implement?	
	5	<b>Actions &amp; Roles</b>	Who is going to lead/support and what are the first 3 key steps for implementation?	
<b>4. Evaluation &amp; Review</b>	6	<b>Indicators / Measurement</b>	How will success be measured (e.g., survey data, observation, checklists)?	
	6	<b>Timeline / Review</b>	When will initial results be checked and the strategy reviewed/adjusted?	

**Table 2**

WSA PERMA Program Action and Tracking Worksheet									
1. NEEDS ASSESSMENT			2. GOAL SETTING	3. INTERVENTION DESIGN				4. EVALUATION & REVIEW	
Priority Level	Challenging Situation	Existing Strengths/ Assets	SMART Goal	PERMA Element	WSA Design Paradigm (Strategic Focus)	School Strategy or Activity (Intervention)	Actions & Roles	Indicators / Measurement	Timeline / Review
<i>(High/ Medium/ Low)</i>	<i>(Observable situation/need)</i>	<i>(Resources to leverage)</i>	<i>(Specific, Measurable, Time-bound outcome)</i>	<i>(P, E, R, M, or A)</i>	<i>(Overall principle)</i>	<i>(Specific action plan)</i>	<i>(Who leads &amp; first 3 steps)</i>	<i>(How success is measured)</i>	<i>(Check-in/Final Review Dates)</i>



