



LIVING HEALTHY

Making your workplace a healthy place



Wellness Champion Guide



Do you have the stuff of a champion?

At ActiveHealth Management, we're helping to create a healthier world—and that includes your workplace. But it takes leadership from within your company. People who value good health and a fuller life. People who want to help their friends and co-workers live well and feel good, too. It's these "Wellness Champions" who help us build a better workplace.

And you can be one of them!





This Wellness Champion Guide is your key to success

This guide explains how to help build a healthier workplace in your company, or just keep it going. Inside you will find a monthly package of resources that will help you inspire others to start making healthy changes in their life. These resources will also be provided to others in your company who focus on employee wellness. All of you will share these resources, and help keep the excitement going!

Wellness Champion

What is the role of a Wellness Champion?

A Wellness Champion can be a single person, or a team of people. The goal is simply to help the company become a healthier place. Wellness Champions often volunteer or are asked to help in the planning and carrying out of programs such as:



Health coaching services



Medical screenings



Learning seminars



On-site fitness programs



Changes to the workplace that improve employee health



Wellness Champions may do these things:

- Be the person to contact about a wellness program or service
- Help promote (be an “ambassador” for) wellness programs or health events
- Help put together programs and promote their benefits to other employees

You’ll make a great Wellness Champion if you are . . .

- Fired up about your own health and helping to improve the health of others
- Already encouraging your friends and fellow workers to join wellness programs
- Taking part in or leading wellness programs or meetings
- Eager to help others reach their health and wellness goals

If that describes you, here’s what you might want to do:

- Speak with your manager about becoming a Wellness Champion
- Take part in at least 1 ActiveHealth-sponsored Wellness Champion webinar session per year (to help you get started or stay fired up)
- Let other employees know about your new role as a Wellness Champion



**Ready to help your
company become
a healthier place?**

Worksite Wellness



Why does it matter?

- Employees spend about 36% of their waking hours at work. Better worksite wellness can carry over to the rest of their life and help improve their health.
- Long-term conditions are closely linked to people's lifestyle habits. Changing those habits can lead to prevention of many conditions.
- Health issues can affect how people perform on the job—and how often they show up for work. Studies have shown that healthy employees come to work more often and get more done.
- Wellness programs can help companies save money by reducing health care costs



The role of the Employee Wellness Committee

An Employee Wellness Committee is a group of people with one common goal. They all want to improve the health and well-being of their worksite. The committee includes people from many levels and departments of the company—including Wellness Champions!

The Employee Wellness Committee meets often to discuss specific topics and action items. Their mission is to keep the company's health programs moving forward.

Key roles include:

- Developing the vision and goals for the employer's health strategy
- Looking at the needs and interests of employees
- Planning wellness activities and events
- Promoting programs to fellow employees
- Measuring the impact of the program

36% of employees' waking hours are spent at work



Health promotion programs and activities

Health promotion programs and activities are ways of helping people live healthier lives. They can include health fairs, biometric screenings, flu shots or health education classes. They may also be team challenges or coaching programs. The goal is to help people stay healthy, get healthy or manage a long-term condition.

These programs and activities often focus on eating well, staying active or managing your weight. Some deal with stress, diabetes or high blood pressure. Others help people quit tobacco.

Your role as a Wellness Champion is to promote these activities

You'll want to create excitement and get others to take part. Plus, you might get involved in putting together a program that is close to your heart. You may also want to help measure its success afterwards.

On the next page are some ways to create a healthier workplace. Maybe you can think of others!



Wellness Program ideas



Eating Healthy

- Use signs and posters in the cafeteria to promote eating fruits and veggies
- Host a class on better eating habits
- Send healthy food messages to employees through flyers or emails
- Plan a healthy potluck event
- Encourage employees to offer only healthy snacks and water during meetings



Staying Active

- Create and post signs at elevators to encourage use of the stairs
- Start an employee walking club during lunch
- Encourage employees to host walk-and-talk meetings
- Provide tips and messages that fire people up to get more active
- Host a physical activity lunch-n-learn program



Managing Stress

- Promote the employee assistance program to your fellow workers
- Encourage employees to take relaxation breaks during the day. This is a time to practice deep breathing exercises, stretching or meditation
- Host a program that helps people learn ways of handling stress
- Host classes for yoga and meditation in your workplace
- Help set up an onsite chair massage program



Quitting Tobacco

- Provide health education flyers on the benefits of quitting tobacco
- Promote employer-sponsored programs that help people quit
- Speak up for a non-smoking campus at the workplace
- Host a lunch-and-learn on quitting tobacco
- Share stop smoking tools you know about with others



Other ways to promote greater health awareness

Free giveaways can work very well. Here are a few examples that can help create excitement and get people engaged.

- **Plastic wrist bands:** A great way to reward those who take part in group challenges
- **Magnets:** Can help people remember important things like phone support numbers
- **Stress balls:** A fun item that can attract the curious and help promote your program
- **Recipe cards/healthy tips:** These offer helpful facts and highlight the value of a program



ActiveHealth Support



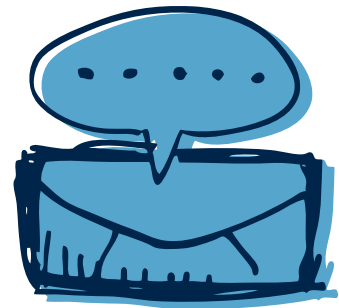
Education and marketing resources for wellness champions

Each month, ActiveHealth will provide you with resources for promoting good health in the workplace. These resources will often be linked to a health topic of national interest during that month. Here are some of the materials you can find at the Wellness Champion Toolkit website:

<http://go.activehealth.com/Wellness-Champion-Toolkit>.

Be sure to look for them on the first Tuesday of each month.

- Monthly health education handouts
- Monthly wellness newsletters
- Wellness Webinar Series flyers and email templates
- Wellness Champion Training webinars
- This Wellness Champion Guide
- A Wellness Champion recruitment flyer





Your toolkit will support these monthly topics

- **January:** Healthy Living
- **February:** Heart Health
- **March:** Prevention
- **April:** Coping with Stress
- **May:** Physical Health
- **June:** Pain Management
- **July:** Healthy Aging
- **August:** Immunizations
- **September:** Nutrition
- **October:** Women's Health
- **November:** Men's Health
- **December:** Preparing for the Holidays



About ActiveHealth Management

ActiveHealth Management provides health improvement services for large groups of people. These services help improve quality of care, empower people to make healthy changes and reduce health care costs. One-on-one help is provided by phone, mail or computer. Services also include group coaching and interactive support for many different health conditions.

ActiveHealth is here for you!

To learn more, please contact your wellness manager or HR department



Trusted Resources



Eating Healthy

- **USDA ChooseMyPlate.gov**
Practical information and tips to help Americans build healthier diets
www.choosemyplate.gov/healthy-eating-tips.html
- **The Centers for Disease Control and Prevention**
Resources on diet and nutrition that can help you live a healthier life
www.cdc.gov/nutrition/everyone/resources/index.html
- **Academy of Nutrition and Dietetics**
Helpful brochures, tip sheets and other resources for you and your family
www.eatright.org/Public/
- **America Heart Association**
Information on healthy eating, dining out and healthy recipes
www.heart.org/HEARTORG/GettingHealthy/NutritionCenter/Nutrition-Center_UCM_001188_SubHomePage.jsp



Staying Active

- **The Centers for Disease Control Physical Activity**
Helpful resources on exercise, including reports and fact sheets
www.cdc.gov/physicalactivity/resources/
- **National Heart, Blood and Lung Institute**
Tools to help you better understand the need for physical activity
www.nhlbi.nih.gov/health/educational/wecan/tools-resources/physical-activity.html
- **American Heart Association**
Basic fitness information and tips for getting active
www.heart.org/HEARTORG/GettingHealthy/PhysicalActivity/Physical-Activity_UCM_001080_SubHomePage.jsp



Managing Weight

- **USDA ChooseMyPlate.gov**
Practical information on how to manage your weight and live well
www.choosemyplate.gov/weight-management-calories/weight-management.html
- **Centers for Disease Control and Prevention**
Useful tools and information for better weight management
www.cdc.gov/healthyweight/index.html
- **National Heart, Blood and Lung Institute**
Facts on healthy weight and how to check your health risk
www.nhlbi.nih.gov/health/educational/lose_wt/index.html



Managing Stress

- **U.S. National Library of Medicine**
A guide to better stress management, plus a video tutorial
www.nlm.nih.gov/medlineplus/stress.html
- **National Institute of Mental Health**
How stress affects your health and what you can do about it
www.nimh.nih.gov/health/publications/stress/index.shtml
- **American Heart Association**
Tips on coping with stress and living a more balanced life
www.heart.org/HEARTORG/GettingHealthy/StressManagement/Stress-Management_UCM_001082_SubHomePage.jsp



Quitting Tobacco

- **SmokeFree.gov**
Information and resources for quitting smoking
www.smokefree.gov
- **American Cancer Society**
Facts on lung cancer, plus a Quit for Life program
www.cancer.org/
- **American Lung Association**
Help with quitting tobacco and living healthier
www.lung.org



Managing Long-term Conditions

- **American Heart Association**
Resources for people with cardiovascular diseases and stroke
www.heart.org
- **American Cancer Society**
Resources for people with cancer
www.cancer.org
- **American Diabetes Association**
Resources for people with diabetes
www.diabetes.org
- **Arthritis Foundation**
Resources for people with arthritis
www.arthritis.org



1333 Broadway, 4th Floor
New York, NY 10018

**What is your dream for a
healthier workplace?**