



LIVING HEALTHY

Wellness at work

Make your workplace a healthier place



Wellness Champion Guide



Unleash your inner Wellness Champion

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

And you can be one of them.





Keys to success

This Wellness Champion Guide explains how to build a healthier workplace — or just maintain what you have already. You'll find a monthly package of resources to help you inspire others to make healthy changes in their lives. You can share these resources and 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 to help your organization become a healthier place. Wellness Champions often help plan or promote programs, such as:



Health coaching services



Medical screenings



Learning seminars



Onsite fitness programs



Changes to the workplace that improve employee health



Wellness Champions may:

- Be an “ambassador” for well-being programs or health events
- Be a person to contact about a well-being program or service
- Put together programs and share their benefits with 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 well-being programs
- Leading or taking part in well-being programs or meetings
- Eager to help others reach their health and well-being goals

If that describes you, you can:

- Speak with your manager about becoming a Wellness Champion
- Take part in at least one 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



**Say “yes” to being
a champion in
your workplace**

Workplace wellness



Why does it matter?

- Better workplace wellness can carry over to the rest of life and help improve 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.
- Well-being programs can help organizations save money by reducing health care costs.



The role of the Employee Wellness Committee

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

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

Some key actions 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

**Wellness Champions are
advocates for healthier living**



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 weight. Some deal with stress, diabetes or high blood pressure. Others help people quit tobacco.

Your role as a Wellness Champion

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 afterward.

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



Wellness program ideas

Here are some ideas you can support and promote as a Wellness Champion.



Eating healthy

- Use signs and posters in the cafeteria to promote eating fruits and veggies.
- Host a class on better eating habits or provide a healthy food demonstration.
- 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-and-learn program.



Managing stress

- Promote the employee assistance program to your fellow workers.
- Encourage employees to take relaxation breaks during the day 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 nonsmoking 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

To create excitement and engage people, you may want to provide free giveaways. This can help attract fellow workers to your event. Some ideas include:

- **Plastic wristbands:** A great way to reward those who take part in group challenges
- **Magnets:** A way to help people remember important things like phone support numbers
- **Stress balls:** A fun item that can attract the curious and help promote your program



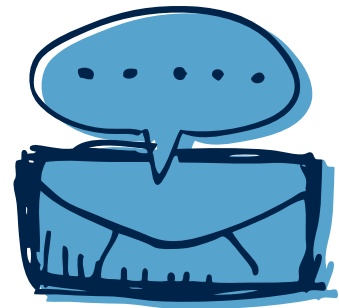
ActiveHealth resources



Educational tools to support well-being

On the first Tuesday of 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 (go.activehealth.com/Wellness-Champion-Toolkit):

- Monthly health education handouts
- Monthly tips for well-being
- Wellness Webinar Series flyers
- Wellness Champion Training webinars
- The Wellness Champion Guide
- A Wellness Champion recruitment flyer





Your toolkit will support monthly topics

- January:** Win at well-being
- February:** Heart-healthy tips
- March:** Be proactive with preventive health
- April:** Get a handle on stress
- May:** Why musculoskeletal health matters
- June:** Live in the moment
- July:** Mid-year goal check-in
- August:** Keep an eye on dental health
- September:** Healthy eating for life
- October:** Manage your medicines
- November:** Details about diabetes
- December:** The gift of self-care



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. We provide one-on-one help by phone, mail or computer. Services also include group coaching and interactive support for many different health conditions.

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
[choosemyplate.gov/healthy-eating-tips.html](https://www.choosemyplate.gov/healthy-eating-tips.html)
- **Centers for Disease Control and Prevention**
Resources on diet and nutrition that can help people live a healthier life
[cdc.gov/nutrition/index.html](https://www.cdc.gov/nutrition/index.html)
- **Academy of Nutrition and Dietetics**
Helpful brochures, tip sheets and other resources
[eatright.org](https://www.eatright.org)
- **American Heart Association**
Information on healthy eating, dining out and healthy recipes
[heart.org/en/healthy-living/healthy-eating](https://www.heart.org/en/healthy-living/healthy-eating)



Staying active

- **Centers for Disease Control and Prevention**
Helpful resources on exercise, including reports and fact sheets
[cdc.gov/physicalactivity/resources](https://www.cdc.gov/physicalactivity/resources)
- **National Heart, Lung, and Blood Institute**
Tools to help people better understand the need for physical activity
[nhlbi.nih.gov/health/educational/lose_wt/physical.htm](https://www.nhlbi.nih.gov/health/educational/lose_wt/physical.htm)
- **American Heart Association**
Basic fitness information and tips for getting active
[heart.org/en/healthy-living/fitness](https://www.heart.org/en/healthy-living/fitness)



Managing weight

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



Managing stress

- **U.S. National Library of Medicine**
A guide to better stress management
nlm.nih.gov/medlineplus/stress.html
- **National Institute of Mental Health**
How stress affects health and what to do about it
nimh.nih.gov/health/publications/stress/index.shtml
- **American Heart Association**
Tips on coping with stress and living a more balanced life
heart.org/en/healthy-living/healthy-lifestyle/stress-management



Quitting tobacco

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



Managing long-term conditions

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



National Health Observances

- Special times to raise awareness about health topics
healthfinder.gov/nho



1333 Broadway, 4th Floor
New York, NY 10018

**Be a Wellness Champion in
your workplace today**