



# Workplace Wellness

## Implementation Guide Highlights

---

- ❑ The Implementation Manual will take you through the successful implementation process used in Saskatoon, Saskatchewan, Canada.

## Resource Guide Highlights

---

- ❑ A description of the process that any worksite can use to start the *in motion* initiative, and a clear summary of the roles and responsibilities of those individuals who will “Champion” the initiative.
- ❑ Six specific planning steps which have increased the physical activity levels at past *in motion* worksites. This outline will ensure that any new worksite is following a successful plan for implementing their *in motion* initiative.
- ❑ Outlines of key initiatives, which have proven successful in *in motion* workplaces, that can be used to increase physical activity levels of any employees. These specific program ideas are a comprehensive resource for anyone planning *in motion* initiatives. The involved task of developing quality activities has already been done. Specific programming content includes motivational tools, the *in motion* Walk/Jog Club, a stretching resource, and fun challenges.
- ❑ Resources that can be used to motivate and move employees include programming tools, communication tools, evaluation tools, and physical activity information sheets.
- ❑ A Healthy Eating section which states the benefits of including Healthy Eating as a key component of the *in motion* initiative, and includes Healthy Eating tips, other resources, and specific activities that can be implemented.

# Workplace Wellness

## Implementation Guide Table of Contents

### Section 1: Introduction

- About this Resource
- What is *in motion*?
- Why Workplace Wellness?

### Section 2: The Process

- Building Support
- Developing an Action plan
- Recruitment
- Retention
- Support and Resources
- Challenges and Solutions

### Section 3: Evaluation Process

## Resource Guide Table of Contents

### Section 1: An *in motion* worksite

- What is *in motion*?
- Congratulations on being an *in motion* Workplace
- How your workplace can be "in motion"
- Getting Started

### Section 2: You are a Champion!

- Champion Roles and Responsibilities
- Leader Roles and Responsibilities
- *In motion* Workplace Wellness Committee Responsibilities

### Section 3: Get your Employees "in motion"

- Laying the ground work
- Implementing your *in motion* Workplace Wellness Initiative
  1. Building support
  2. Create a planning team
  3. What employees want
  4. Putting the plan together
  5. Communicating your plan
  6. Evaluation
- Sample timeline

### Section 4: Program Ideas

- Program ideas
- *In motion* Workplace Wellness Year Plan

- Motivating employees
  - Active Buck
  - Physical Activity Contract
- Starting Your *in motion* Walk/Jog Club
- Stretching
  - Get Fit Where You Sit
- Fun Challenges
  - Implementing Your Challenge
  - Poker Fun Walk
  - Climbing Mount Everest
  - Motivational Stairway Signs
  - *In motion* Bingo
  - *In motion* Email Quiz
  - Live a Healthy Life and Feel Like a Million
  - Health Track

### Section 5: Resources

- Programming Tools
  - Activity planner
- Communication
  - Employee Information Packet
  - Print Ready Messages
- Evaluation Tools
  - Employee interest survey
  - Program evaluation tool