



# Wellness Committee Toolkit

**Health & Wellness**  
*Committed to Improving Employee Well-Being!*

# WELCOME!

Welcome to Trilogy's Wellness Committee campus Toolkit. We hope that your experience will be productive, fulfilling and enjoyable. We thank you for the contribution that you will be making to help our employees improve their overall health and well-being.

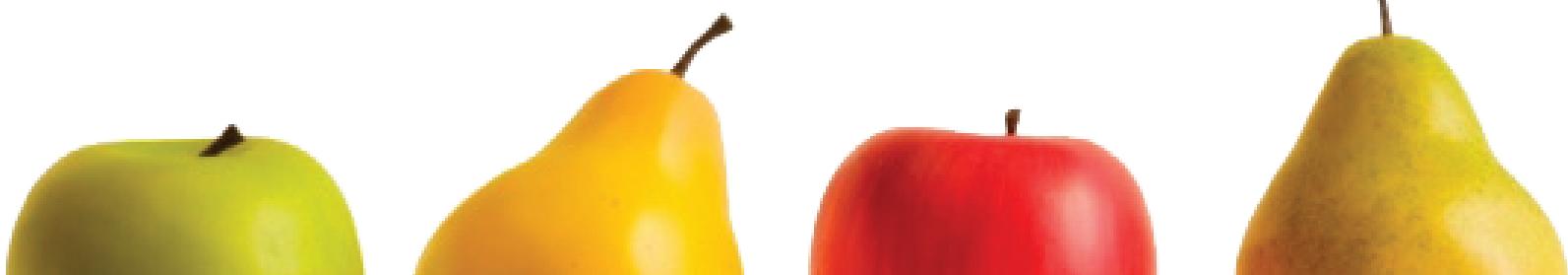
All of the information provided in this toolkit will guide your committee team and produce successful outcomes. There are committee guidelines, resources, and suggestions in this toolkit that will contribute to your success.

## Mission Statement

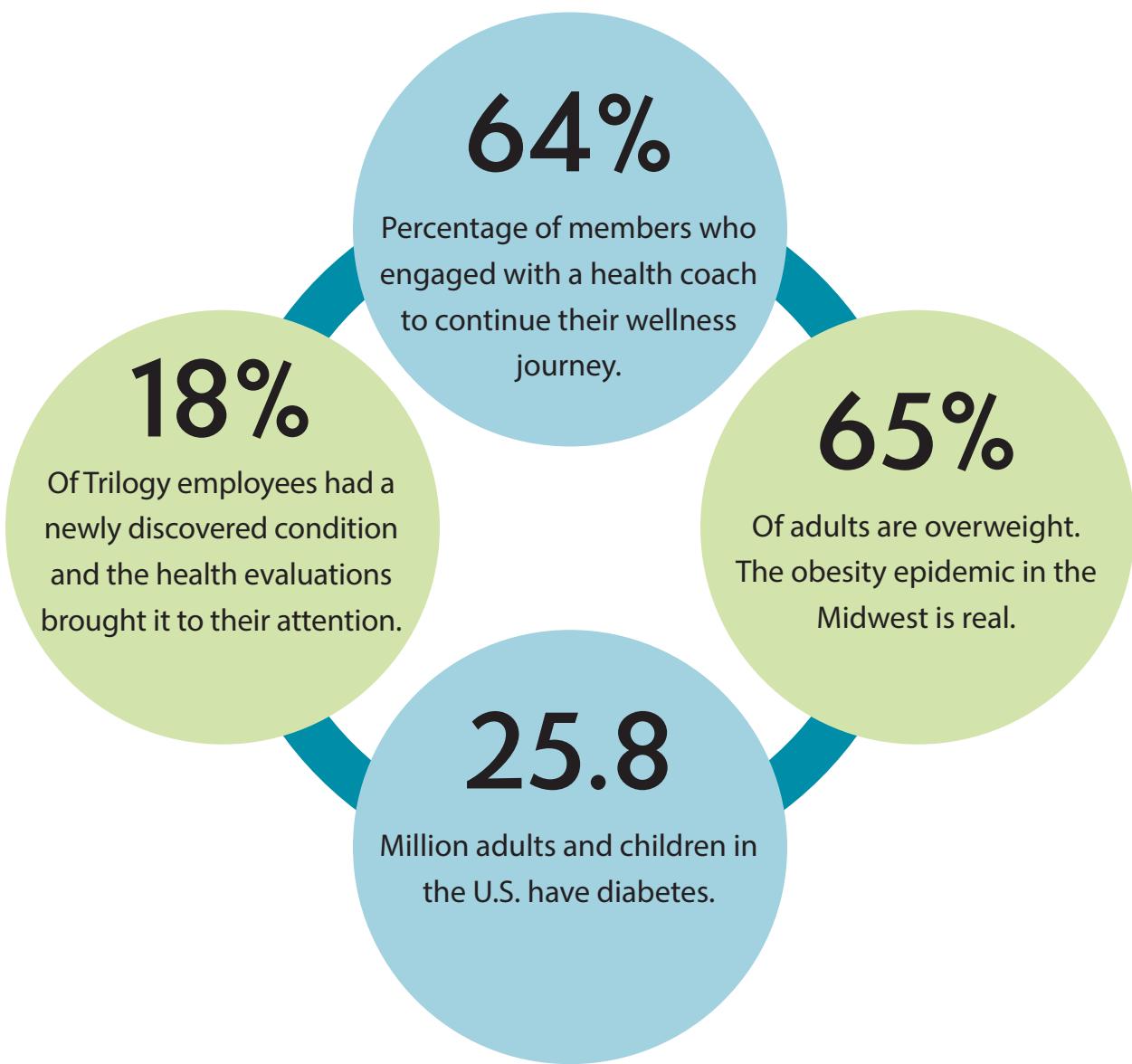
Trilogy Health Services is committed to improving the lives of employees by encouraging positive, personal improvement. We accomplish this through a culture focused on wellness and through programs that support and promote healthy, active lifestyles.

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# WHY WELLNESS?



*"If you 'go-with-the-flow' in American society today, you will end up overweight."* - Dr. Thomas Frieden, Director of the Centers of the Centers for Disease Control and Prevention (CDC)

*"Life is not merely being alive, but being well."* – Marcus Valerius Martialis, Poet

# WHY WELLNESS?

## **Benefits of Overall Wellness Engagement**

- Increase in personal and work-life well-being
- Decrease in cost (insurance, sick days, workers compensation, unproductive work time, etc.)
- Decrease in employee turnover rate
- Increase in employee satisfaction and engagement = more productive workforce
- Less organizational conflict
- Improved employee decision-making ability

## **For Employees**

- Increased knowledge about the relationship between lifestyle and health
- Increased opportunity to take control of their health and medical treatment
- Improved health and quality of life through reduction of risk factors
- Reduced pain and suffering from illness and accidents
- Reduced medical costs

## **For Employers**

- Increased employee productivity
- Positive public relations
- Opportunity for cost savings (reduced sick leave, disability, absences, premature retirement, on-the-job accidents)
- Positive Recruitment tool

# WHY WELLNESS?

## Keys to Successful Wellness Programs

- Strong management support - Lead By Example (LBE)
- Positive and upbeat image
- Well-designed, paced and balanced programming specific to employee needs
- Highly encouraged
- Consistently communicated
- THS developed the 7 C's to encourage continued improvement in employee health and well-being.



# 7 “C’s” TO IMPROVE EMPLOYEE WELL-BEING

1

Commit to the Wellness Culture

2

Create Wellness Teams

3

Communicate and Lead by Example

4

Coaching for Employee Health and Well-Being

5

Continuous Education and Awareness

6

Collect Data that Drives Health Initiatives

7

Consistently Evaluate and Report Results



# GETTING STARTED!

## What can you do to help?

To improve the overall health and wellness of our employees, we are encouraging each campus to develop their own wellness committee (*see Wellness Committee for more information*).

Steps to develop your wellness committee:

- 1 Recommend and select a Wellness Champion to lead the committee
- 2 Recruit volunteers to be a part of the committee
- 3 Kick off your first meeting to set the tone and establish short and long-term goals

**Once you've mapped out your wellness goals, use this toolkit as a guide to help design, promote, encourage, and improve your campus's health and wellness.**



# WELLNESS CHAMPIONS

Each campus should nominate and elect at least one Wellness Champion. A true Wellness Champion is more than someone that is involved in fitness or good nutrition. They also understand that spiritual, emotional, social, intellectual and environmental wellness is just as important. Picture someone that leads by example, and promotes programs and events. A person that gets people involved in initiatives and activities at your campus.

The first step in establishing your Wellness Committee should be selecting your Wellness Champion. He or she can recruit members to the committee. Consider the qualities and requirements of a Wellness Champion as described below when making your recommendation. Your Wellness Champion should be accepting of the role and eager to promote wellness.

## **Qualities of a Wellness Champion**

- This person must have a passion for wellness.
- A Wellness Champion must motivate and encourage others to take care of themselves.
- Possess good written and verbal communication skills.
- Have the ability to organize and facilitate events.

## **Requirements for a Wellness Champion**

- Each Wellness Champion should take ownership and create excitement about the wellness program(s).
- Take proactive role and encourage everyone to participate in all wellness programs that Trilogy offers.
- Identify, select and recruit Wellness Committee members.
- Educate employees on Wellness Committee expectations.
- Promote community resources.
- Provide ongoing support and communication regarding culture of wellness.

# WELLNESS CHAMPIONS

## Steps to getting started

1

Identify a senior leadership wellness sponsor: choosing someone who can ensure you have the financial and organizational support you need is key.

2

Choose a Wellness Champion. The Wellness Champion will be responsible for chairing the meetings, overseeing the committee's action plan and should have a strong commitment to wellness.

3

Determine the size of your committee. Generally as a rule of thumb 6-12 members allow for a diverse representation of various departments.

4

Invite committee members to join. Make sure to get their supervisor's approval before inviting them to the committee. It is important to ensure that you are inviting representatives from multiple departments in order to have a well-rounded committee, even consider including those who have not started their wellness journey. They can either volunteer or be appointed by management.

It is important to establish a Wellness Committee with a clear purpose and defined objectives. Once a committee is established they can:

- Evaluate your campuses' current wellness efforts and policies
- Identify employee needs and interests for wellness
- Champion the program and encourage participation from their co-workers

# WELLNESS COMMITTEES

Your campus Wellness Committee should have approximately 6-12 members. Being a member of the Wellness Committee is a worthwhile and valuable commitment of time and energy, providing an unpaid service that adds to the quality of life for our employees and their families. Each member on the committee plays a vital role in the success of achieving Trilogy's overall wellness goals. Members should be representatives from all departments of your campus.

## How your Health and Wellness Committee Should Function

- **Meet.** Schedule regular committee meetings. You may want to meet often at first, then monthly as your health improvement strategy is more established. If your committee is new, it might be useful to ask members to provide information about themselves and their interests.
- **Communicate.** Set up frequent and regular channels of communication with committee members so they are up to date and engaged. An email list is often the easiest way to do this.
- **Check-in.** At least once a year, determine how effectively the committee is functioning. Is committee serving its original purpose? Ask committee members for their feedback. Do they feel like their work is making a difference? Do they feel like their input is valued and taken into account when planning and implementing initiatives? Do they understand their expected roles and responsibilities? Are there members who want to rotate off of the committee? How will new members be selected?



# WELLNESS COMMITTEES

## Role

The Wellness Committee should meet once a month to review the previous month's activities and plan future ones. When the program is just starting, your committee may meet more frequently until they are established.

**Wellness Committee members do not carry out medical procedures, counsel clients, or handle confidential health information.**

### Role of your Wellness Committee Members

- Regularly attend Wellness Committee meetings.
- Represent their peer group by sharing ideas, needs, concerns and feedback from their work areas and colleagues.
- Offer feedback on the possible barriers to proposed wellness activities and offer suggestions for addressing those barriers (e.g., how does a proposed initiative fit with the schedules of workers?).
- Suggest effective wellness program communication procedures and solutions to challenges. For example, what is the best way to communicate with workers who work the third shift? How will workers react to a proposed message from leadership?
- Be a voice of support for a culture of health, carrying the message from the committee to their work areas and colleagues.

# WELLNESS COMMITTEES

## Ground Rules

Unless unforeseen circumstances occur, most members should serve on the committee for one year. It is important to bring in new members after a period of time to generate fresh ideas and avoid burnout with other members. To facilitate program continuity, try to keep some previous members that have experience and know how the committee functions. It is also helpful to have meeting ground rules. **Here are some suggested ground rules:**

- 1 Treat each other as equals
- 2 Every person has a right to be heard
- 3 Do not monopolize the discussion or interrupt when somebody else is talking
- 4 Recognize that sometimes it is necessary to compromise
- 5 Be on time for meetings

# WELLNESS COMMITTEES

## Duties

The appointment of committee members should account for a volunteer opportunity and have some representation from all shifts. Wellness Committee meetings can be time-consuming. It is important to recognize committee members for their efforts. While some employees may appreciate a public acknowledgment or award, others may not and would prefer a less obvious gesture.

### **Wellness Committee Duties include:**

- Selecting, promoting, and participating in wellness activities
- Setting goals and objectives for the committee
- Track participation and achievements
- Encouraging employees to find opportunities or make suggestions for their own health improvement
- Recommending ways to improve the culture of workplace health
- Promoting participation in the Wellness Steps for employees in the company sponsored health insurance plan
- Gathering and posting educational material at your campus
- Mentoring employees into the company health and wellness culture
- Plan to reward and recognize major achievements
- Bring wellness activity opportunities to the campus for employees and Residents
- Promote an overall culture of wellness - Lead By Example (LBE)

# WELLNESS COMMITTEES

## Activities

The Wellness Committee's purpose is to promote greater health awareness by providing information, activities and services designed to support healthy lifestyle choices for employees. The committee should focus its efforts on developing wellness activities and communicating information about worksite wellness to all campus employees..

### Activities of the Wellness Committee include:

- Creating an action plan for wellness activities that include short-term and long-term goals
- Encouraging co-worker participation in wellness activities
- Helping to implement wellness activities
- Serving as the champions for wellness activities at the worksite
- Helping to evaluate the wellness program's impact on employee health and healthcare costs



# WELLNESS COMMITTEES

## **Benefits of membership on this committee include:**

- Learning about health and wellness resources and programs for employees
- Learning about health and wellness personal practices and how to apply these to your life
- Meeting new people and developing new business opportunities
- Increasing your visibility through attendance, participation and volunteering

## **Getting members**

- Post announcements in employee break rooms announcing the formation of a Wellness Committee
- Discuss the committee with Department Leaders, seek their input on ideal candidates and ask them to spread the word
- Many campuses have employees who participate in wellness activities, such as running, walking, and/or fitness classes such as Zumba. Seek out those individuals and extend an offer to join the committee

## **Wellness Committee Member Expectations**

- Lead By Example and be proactive
- Enjoy serving and assisting our employees
- Have a clear understanding of Trilogy's wellness mission, vision, and goals
- As a group, help create and be "cheerleaders" of campus wellness based initiatives
- Distribute and help explain communications
- Report successes while respecting confidentiality
- Meet at least once per month
- Commit to the committee for at least one year
- Work with Dining Support Services Team to create healthy menu options for our employees
- Make sure all departments within the campus are represented including Therapy

# WELLNESS COMMITTEES

## Your First Meeting

The first committee meeting sets the tone for how successful your committee will be. Start with an Ice Breaker, as they can be effective ways to team build and help to open up the conversation among committee members.

### Examples of Ice Breakers

- **The Little Known Fact:** Ask participants to share not only their name, department, and length of service but also one little known fact about themselves
- **True or False:** Ask participants to introduce themselves and make three statements about themselves two of which are true and one is false. Ask the group to vote on which fact they believe is false
- **Word Association:** Ask participants what word or phrases come to mind when they hear “wellness” or “wellbeing”

During your first meeting you should elect a Chairperson and Activity Chair. The Chairperson will lead each meeting and take notes summarizing them for the group. The Activity Chair will take the lead on organizing wellness initiatives/activities for your campus. The Activity Chair while planning and overseeing the initiative/activity should assign roles to committee members to help carry out the wellness event. Additional resources for running a productive and successful committee meeting are included in the Resources section of this binder.

**Your committee should begin establishing short and long term goals within your first meeting and identifying steps to achieve those goals. Your goals should be Specific Measurable Attainable Realistic Timely.**

# WELLNESS COMMITTEES

## Examples of Goals

### Short Term

- Observe a recognized health day or month such as Breast Cancer Awareness or The Great American Smoke Out with campus activities surrounding that specific topic
- Share healthy recipes
- Map out a walking path around your campus
- Take part in a community walk or run

### Long Term

- For employees enrolled in the Trilogy sponsored health insurance program, increase participation in Interactive Health's and UnitedHealthcare's program
- Increase participation in smoking cessation programs offered through Interactive Health or through [www.smokefree.gov](http://www.smokefree.gov)
- Establish a walking club and set goals around participation
- Conduct three challenges or activities a year

Your committee will also help to support company-wide wellness goals such as supporting smoking cessation and increasing participation such as completing a Health Assessment Questionnaire. For company-wide achievements, additional guidance will be given by Home Office.



# WELLNESS COMMITTEES

## Communication Strategies

In order for your wellness team to be successful, we must maintain frequent communication. The Wellness Committee will be the epicenter of health within the campus. By communicating frequently, the committee has a unique opportunity to educate and inform the entire campus about their health and campus-wide priorities that surround the initiative.

## Communication Suggestions

### Campuses

- Post marketing material in the break room through LifeShare and Social Media
- Make formal announcements at ER3 celebrations or meetings
- Create coffee break communications

### Leadership

- Stand up meetings
- Email
- Text





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