

Development of a Staff Wellness Program

Objective: To create a wellness program that has sustained support, fits the culture of the school, and will keep employees interested and motivated.

Directions: A large amount of planning must occur before a staff wellness program can be put into place. The steps below will help you plan and develop your program. A timeline and other supplemental documents can help you better organize the process. Remember that a wellness program requires significant dedication and effort, but it is worth the benefits to the health and wellness of your staff.

Get Started...

- 1. Meet with administrators.** Plan and schedule a meeting with your principal and/or administrators to discuss the benefits of a wellness program and possible interventions (see *Benefits of a Staff Wellness Program*). Financial officers, human resource personnel and counselors may also be invited. See *Staff Wellness Program Planning Checklist* for ideas about what should be discussed during this meeting.
- 2. Create a wellness committee.** Post a sign-up sheet in the break room or other central location for employees who are interested in the program (see *Staff Wellness Program Sign-up Sheet*). Use word of mouth by telling coworkers and asking them to let others who are interested know about the program and how to sign up. It can also be brought up at other meetings. Use the *Staff Wellness Program Planning Checklist* to outline your program.
- 3. Find contacts.** Many organizations are willing to help out by speaking, giving presentations and providing guidance (see *Staff Wellness Program – Potential Partners*).
- 4. Schedule a meeting.** Choose a convenient time to schedule a meeting for employees to learn more about the program. Post signs up on bulletin boards and throughout the school to promote the meeting (see *Meeting Sign*).
- 5. Present the benefits, possible interventions and potential problems of the program.** Use a handout or a presentation to reveal your plan to your coworkers (see *Benefits of a Staff Wellness Program*).
- 6. Distribute exercise logbooks to all interested employees** (see *Exercise Logs*). These can be confidential; however, employees will be able to decide whether or not they want to keep their progress private.
- 7. Schedule a weigh-in or screening day.** Contact a local organization to do cholesterol and/or diabetes screenings. Use a weight and height scale to allow employees to weigh and measure themselves. They can do this at home if they prefer.
- 8. Develop a weekly walking/running/cycling group.** Find a safe location for walking, running or bicycling. Pick one or a few day(s) per week for employees to meet before or after work, or during lunchtime to walk, run or cycle at this location. As the program grows, more times/activities may be added.
- 9. Work with the wellness committee to encourage healthy eating ideas.** Go slowly. Start by asking the school cafeteria to carry more fruit, yogurt and other healthy options. Bring foods of higher nutritional value to staff meetings. Challenge coworkers to do the same.
- 10. Other.** Continue to have weekly activities and monthly meetings and workshops to promote health and wellness. For other activities, please refer to the *Staff Activities List* for various ideas on implementation.