

# Wellness Champion Guide

Experience health and well-being in your work group



livewellworkwell@hitchcock.org

## Workplace Wellness



#### Why wellness matters

- Personal 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.
- Well-run, integrated well-being programs can help organizations increase employee recruitment, engagement and satisfaction.

#### **Key Programs**

Key programs available include, but are not limited to:

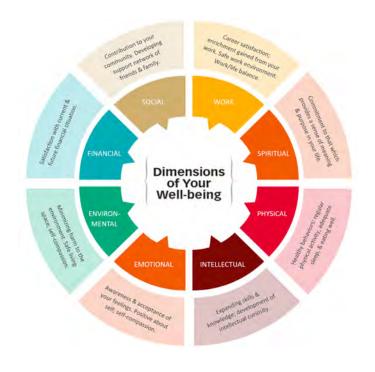
- Face-to-face Health Coaching
- Fitness & Physical Activity
- Health & Wellness Education
- Health Screenings
- ManageWell® Online Portal
- Mindfulness & Resiliency
- Nutrition
- On-site Farm Stands
- Tobacco Cessation
- Wellness Wagon

#### **Employee Wellness Team**

The Employee Wellness team has experience providing premier on-site wellness services to employees across D-H.

We strive to ensure the best experience possible for each employee with fresh, fun and engaging programs and services which inspire wellness in day-to-day living. Our work supports healthy choices that enhance personal well-being from a "whole person" perspective as seen in the well-being wheel below. We work to create opportunities which encourage the pursuit of personal well-being and focus on:

- Being Well
- Eating Well
- Moving Well
- Coaching Well



## Wellness Champions



#### What Champions do

Wellness Champions advocate for well-being within their work groups. The desire to advocate for good individual, team and environmental health is a key attribute of champions. Wellness Champions include people from many levels and departments of the organization.

The Wellness Champions will meet quarterly to discuss specific topics, upcoming themes and programs, and to learn about key action items. The mission is to keep the organization's staff aware of and engaged in the programs offered.

#### **Create excitement**

Wellness Champions are staff volunteers who play a vital role in supporting the Live Well/Work Well Employee Wellness program by promoting health and wellness programs to your co-workers, department and/or friends on campus.



### Roles and Responsibilities

- Wellness Champions are asked to commit to this role for a term of two years.
- Register in ManageWell® and be familiar with the portal.
- Utilize the resources in the portal to find and download information about monthly programs.
- Sponsorship as a LWWW Wellness Champion you may want to organize wellness events for your team.
- Share ideas with other Wellness Champions and your work group.
- Know where to find D-H wellness information on the intranet and internet.
- Encourage others to engage in wellness thoughtfully, without shaming.
- Be an active participant in quarterly Champion meetings.
- Notify LWWW if you change departments or leave the institution.

With a network of Champions we can impact our well-being

### Tools and resources

#### **Educational Tools**

Each month, the Employee Wellness team will provide you with resources for promoting good health in the workplace. These resources will often be linked to a health topic of local or national interest during that month. Here are some of the materials you can find in the Wellness Champion Toolkit on the ManageWell® portal:

- Monthly health education handouts
- Printable flyers and materials
- A listing of upcoming events
- The Wellness Champion Guide
- A Wellness Champion Recruitment flyer

The wellness portal is accessible IN and OUT of the D-H network

#### Inside the D-H network go to:

https://mylogin.hitchcock.org/wellness

#### Outside of the D-H network go to:

www.managewell.com



### Monthly Themes

#### July

Fit Trail at DHMC 99 Faces/Mental Health

#### August

Fit Trail Challenge

#### September

Healthy Aging Suicide Awareness

#### October

Health Literacy

#### November

**Smoking** 

Healthy Holidays

#### December

Healthy Holidays

#### January

Healthy Behaviors

#### February

American Heart Month

#### March

Nutrition

Sleep

#### **April**

Celebrate Well-Being

#### May

Employee Health & Fitness

#### June

Safety

# Ideas you can support and promote

	Eating Well	Moving Well	Being Well	Breathing Well
•	Register to receive the <b>Recipe of the Month</b> * email	Register to receive the Movement of the Month* email	Encourage team members to utilize free Health Coaching services	Encourage team members to practice diaphragmatic breathing regularly
•	Have individuals on the team make and bring in the <i>Recipes of the Month</i> to try/share together (only a sample is needed for each person)	<ul> <li>Schedule a weekly or daily movement break for your team</li> <li>Encourage walk and talk meetings</li> </ul>	Download the <i>Days of Well</i> calendar and post/share with your colleagues. You can also run an internal challenge to see who	<ul> <li>Promote the D-H and local resources for quitting tobacco</li> <li>Understand the D-H benefits that support</li> </ul>
•	Download educational information and monthly recipes from the Recipe of the Month and post in your teams common area*	Invite the Employee     Wellness team in to     provide a Fitting in     Fitness or demo class      Download Get Active at     Work stretches from the	can complete the most days in a month  Register to receive one or all of these monthly email tips*:  Well-Being Tip	<ul> <li>quitting smoking</li> <li>Download and post flyers that support the tobacco-free campus*</li> <li>Join in on, or organize local campus events</li> </ul>
•	Schedule an opt-in time for your team to view the short webinar about the nutrition topic of the month	<ul> <li>portal*</li> <li>Download and post information about upcoming fitness challenges*</li> </ul>	Mindful Moment     Manager Tip     EAP Information  Use an app to guide team mindfulness sessions daily or	that support the Great American Smokeout® annually on the third Thursday of November
٠	Invite the Employee Wellness team in to provide a brief eating well class	Participate in current individual/team fitness challenges*	Invite the Employee     Wellness team to bring the Wellness Wagon	
٠	Plan a healthy pot-luck event	Encourage team     members to strive for     10K steps a day or 150	to visit your workgroup  Host a program that	
•	Encourage healthy snack choices and water during meetings	minutes of activity a week  Link your activity	helps your team learn ways of managing stress and building resilience	
•	Instead of a candy dish, come up with a healthier option	tracker to the portal*     Encourage team     members who don't	Join in education sessions offered to learn mindfulness – watch D-H Today and	
•	Consider purchasing a CSA (community share agriculture) during the summer/fall months for your team to share	have an activity tracker to use the <b>Exercise</b> <b>Tracker</b> available in the portal	ManageVell®  Promote the Employee Assistance Program options	<b>live</b> well work <b>we</b> ll

Encourage employees to engage in activities to earn LWWW points.

\*Visit the ManageWell® portal to register, download flyers, or view educational webinars.
Inside the D-H Network go to mylogin.hitchcock.org/wellness.
Outside of the D-H Network go to www.ManageWell.com



### **BECOME A WELLNESS CHAMPION**

# A WELLNESS CHAMPION IS:

- Passionate about well-being
- An advocate for wellness
- A positive role model
- An inspiration
- Knowlegable about LWWW and the ManageWell® portal
- Eager to help others

# THE ROLE OF A WELLNESS CHAMPION

Wellness Champions are ambassadors for the well-being of their work group and an extension of our wellness team. Wellness Champions:

- Keep their groups aware of wellness programs, events and resources
- Communicate needs back to Employee Wellness
- Serve as a liaison between the Employee
   Wellness Department and D-H employees

# WHAT DOES A WELLNESS CHAMPION DO?

- Understands the specific well-being needs of their team
- Is an "ambassador" for well-being
- Models healthy behaviors
- Encourages others, without judgement, to pursue well-being
- Serves as the contact in their section for wellness programs

#### **TAKE ACTION**

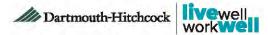
Get started today!

Log onto ManageWell® and download the registration form.

MYLOGIN.HITCHCOCK.ORG/WELLNESS

CREATING A CULTURE OF WELLNESS TOGETHER

E-mail livewellworkwell@hitchcock.org or call (603) 650-5950



#### **Wellness Champion Application**

Wellness Champions are physician or staff representatives who carry the messages from D-H Live Well/Work Well Employee Wellness to their coworkers. Champions should convey enthusiasm, the ability to bring wellness to life at the departmental level, and a willingness to share ideas. All Wellness Champions must secure supervisory approval to act in the role. A sixty-minute commitment per month is suggested.

Date:	<del></del>	
Name:		
Position:		
Interoffice Mail Address:		
Work Address:	City S	itate Zip
Department Name:		
Building/Location:		
You will receive approximately one email up	date per month from LWW	W Employee
Wellness; about how many employees will yo	ou forward the email to? _	
Supervisor signature		Date
LWWW Representative signature		Date
Applicant signature		Date
Return your completed form to us:  • Email: livewellworkwell@hitche • Fax: (603)650-4881 • Interoffice Mail: Live Well/Work		e. L2 DHMC
• USPS:	,	c, zc
D-H LWWW Employee \ One Medical Center Dri		
Lebanon, NH 03756		

Once your application has been reviewed we will contact you to review your role as a LWWW Employee Wellness Champion.

Office Use Only:  Does Department have a Wellness Champion? YES  If yes, list here:		No		
LWWW Check-In	Initial Contact	6-m check in	1-year check in	
(Initial & date)				<u> </u>
				Last Update 10/24/2019

# Be



Health Improvement Program Live Well/Work Well Employee Wellness Dartmouth-Hitchcock Medical Center and Community Group Practices livewellworkwell@hitchcock.org (603) 650-5950

