

Welcome to the NC HealthSmart Worksite Wellness Program!

We're glad to see that you are starting or thinking about starting a worksite wellness program at your NC state agency, community college or public university. Thank you for caring about North Carolina employee health!

The NC HealthSmart Worksite Wellness Program is one part of the NC State Health Plan's NC HealthSmart wellness initiative. The goal of the program is to empower state organizations to create and sustain a work-based wellness initiative that helps employees live healthier by making policy and environmental changes, and providing educational activities. Through a partnership with the NC Division of Public Health (DPH), the State Health Plan has started implementing a worksite wellness program across the state—training over 76 state entities to-date.

At each training, participants receive a copy of the NC HealthSmart Worksite Wellness Toolkit. The toolkit and training go through a "year in the life" of a worksite wellness committee, helping participants to learn more about setting up a wellness committee, surveying employees, writing an action plan, and implementing programs.

The trainings have been a big hit so far, with participants enjoying the interactive training style and free toolkit and resources. More trainings will be held this fall, so contact us if you have additional employees who would like to be trained.

As the wellness committees begin to plan programs, the Worksite Wellness Team is ready to assist with any problems, questions, or concerns.

"We're excited to work with the State Health Plan to provide assistance to all of the state's wellness committees" says Elizabeth Zimmerman, Worksite Wellness Program Coordinator at DPH. The Team is currently surveying wellness committees to find out what they need in a technical assistance program, so that they can provide the best service possible (see link below to fill out your survey).

In addition to the development of a Web site and newsletter, the Team will be conducting site visits, answering your phone calls & emails, and developing new programs and tools for committees to use. Take advantage of these free resources by contacting a member of the worksite wellness team and using the new worksite wellness Web site coming soon to the State Health Plan's site www.shpnc.org!

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Worksite Wellness Web Site Coming Soon!

The Worksite Wellness Team and the NC State Health Plan are currently putting the finishing touches on a new worksite wellness Web site that is set to go live in October of 2006.

This Web site will have new tools, worksite wellness data & statistics, PowerPoint presentations, toolkit documents in MS Word, the full toolkit available for download, and lots more!

Remember!



Please fill out the committee development survey by 10/06/06. They are simple to use and take only a few minutes of your time. These surveys will help us to assess the program progress, improve our trainings, provide up-to-date resources, create new tools, and offer your committee the best technical assistance possible:

<http://www.surveymonkey.com/s.asp?u=905162307270>

Additionally, if you have not already filled out a wellness inventory for your worksite please do so online by clicking on the following link:

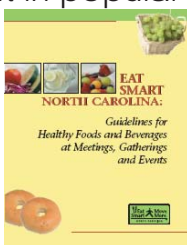
www.surveymonkey.com/s.asp?u=381422348052

Updated Healthy Meeting Guide Available for Download

The Eat Smart Healthy Meeting Guide provides healthy food and beverage suggestions for various event meals and snacks, sample healthy eating policies, practical tips for stocking vending machines and the calories and fat in popular food and beverage items.

A black and white version of this guide is in the Toolkit, but the color version has just been released at

www.eatsmartmovemorenc.com.



Additional Trainings - Winter 2007

If you would like someone from your wellness committee to attend a NC HealthSmart Worksite Wellness Toolkit training workshop, the Worksite Wellness Team will hold additional trainings this winter. Contact a member of the Team to receive information on upcoming trainings in your area.

Yoga at Work—It's easier than you think!

Many American workers are over-stressed at their jobs. One study reported that one-third of American workers have actually yelled at a colleague! With these alarming stats, it is no wonder that questions about starting a yoga program for stress have been popular throughout the worksite wellness trainings.

Here are some ideas to get you started:

- Send out an email or letter asking if anyone is a certified yoga instructor interested in teaching a class at your worksite
- Check out yoga DVDs that groups of co-workers can try on their own
- Send out yoga wisdom and information on local yoga studios in your area from www.yogajournal.com
- Print out some yoga stress busters from the Manage Stress section of the toolkit for employees to use at their desks (Appendix F).

By helping employees to take time to breathe and relax during the day, your office will become a more pleasant, productive place to be!

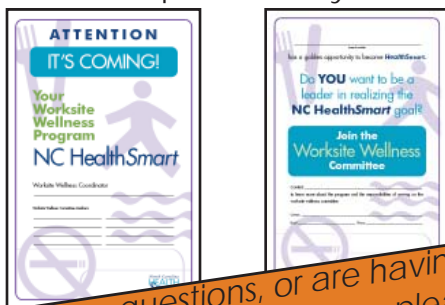
Your Committee – Setting it all up

Did you leave your worksite wellness training thinking, “OK, great. What do I do now?”

Setting up your committee is the most crucial step that you make in forming a worksite wellness program at your worksite. Remember to go slowly, and try to get the best people for the job. Some toolkit resources (in the Committee Workbook) that can help you:

- Invitation Letter (Appendix E) – Invite members to serve on the committee
- Invitation Poster (Appendix F) – Recruit volunteers
- Committee Member Supervisor Approval/Contact Sheet (Appendix G) – Collect management approval and contact info.
- Committee Announcement Poster (Appendix O) – Announce the program!

Remember to elect a committee chairperson and program coordinator. The Committee Chairperson will lead all meetings, oversee the collection of the Policy & Environment Surveys, send meeting reminders, and report to the Worksite Wellness Team as needed. The Program Coordinator will oversee activities, events, and programs that your committee decides to accomplish in the year.



If you have questions, or are having trouble setting up a committee, please feel free to contact the Worksite Wellness Team (contact information on page one).

Utilizing State Resources to Enhance your Committee's Work

The NC Division of Public Health has been working closely with the State Health Plan on the new NC HealthSmart Worksite Wellness Initiative. By using state-level programs from the Division, the State Health Plan is helping to provide a consistent message for all North Carolinians who want to Eat Smart, Move More & Quit Now.

The Physical Activity & Nutrition Branch has a newly re-designed Web site that can help to enhance committee work in healthy eating and physical activity, www.eatsmartmovemorenc.com. The Tobacco Prevention & Control Branch has a worksite wellness smoking cessation site, www.communityhealth.dhhs.state.nc.us/tobacco.htm

With these Web sites, you can:

- Download free tools
- Access county-wide contact directories
- Utilize pre-made newsletters & updates
- Find data & statistics to support your program

Don't forget – At the State Health Plan Web site, www.shpnc.org you can download the latest copy of the newsletter, find crucial Plan updates, and link to NC HealthSmart resources. Committee members who are Plan members can download useful fact sheets about wellness topics at the NC HealthSmart site on the SHP home page.

Free, easy-to-use programs, tools & information—what are you waiting for?

Bookmark these sites today!

Using Your Toolkit—FAQs

The NC Health*Smart* Worksite Wellness toolkit was designed to be user-friendly. However, there are a few things you should know before opening the book and getting started.

1. Read through the committee workbook—this will give you a good overview of worksite wellness
2. Many surveys and letters in the toolkit are available in MS Word—just email a member of the worksite wellness team to request a specific document
3. The posters are not available in Word, but you can post your committee’s information on them using clear labels

Do you have questions about using the toolkit or worksite wellness in general? Email Surabhi or Annie with your questions!

Getting in Touch—How to reach other wellness committees

Contact a member of the Worksite Wellness Team for a directory of other wellness committees across the state. Networking provides an opportunity to share successes and barriers with your peers. To include your committee’s contact information in this directory, please provide us with the following:

- Name
- Agency/School
- Division (if agency)/Department (if school)
- Committee Name (if applicable)
- Contact Phone
- Contact E-mail
- Committee Website (if applicable)
- Can we share your contact info with other committees (Yes/No)?

If you have not already submitted your information, email or call us soon to be included.

The Health Risk Assessment—What you can do

The NC Health*Smart* Health Risk Assessment (HRA) is an extremely valuable tool for State Health Plan members who want to learn more about their health and their risk factors for chronic diseases like diabetes, high blood pressure, heart disease, and stroke.

The HRA is simple, easy-to-use, and takes only a few minutes of your time. After filling it out, you get: An outline of your health status – what you need to work on and what’s going well; A personalized action plan – your path to better health, tailored just for you; Health information at your fingertips – your personalized NC Health*Smart* page will offer you updates and new tools based on your HRA results and action plan; Free access to tobacco cessation, nutrition and physical activity plans – getting fit, eating well, and quitting smoking step-by-step

After taking the HRA, promote it among your employees who are Plan members. By promoting the HRA among your employees, you are helping them to better identify their own health risks and better manage their health.

Download information & fliers at www.shpnc.org



The NC Health*Smart* Worksite Wellness Program is a part of the NC Health*Smart* wellness initiative to help State employees improve or maintain their health. The aim is to assist state agencies, community colleges, public universities and public schools in creating a culture of wellness at their worksites. Currently, the NC Division of Public Health administers the program. Additional resources and support for public schools will be launched in 2007.

