



# Wellness Champion Guide

Experience health and well-being in your work group



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# 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](http://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
<ul style="list-style-type: none"> <li>• Register to receive the <b>Recipe of the Month*</b> email</li> <li>• Have individuals on the team make and bring in the <b>Recipes of the Month</b> to try/share together (only a sample is needed for each person)</li> <li>• Download educational information and monthly recipes from the Recipe of the Month and post in your teams common area*</li> <li>• Schedule an opt-in time for your team to view the short webinar about the nutrition topic of the month</li> <li>• Invite the Employee Wellness team in to provide a brief eating well class</li> <li>• Plan a healthy pot-luck event</li> <li>• Encourage healthy snack choices and water during meetings</li> <li>• Instead of a candy dish, come up with a healthier option</li> <li>• Consider purchasing a CSA (community share agriculture) during the summer/fall months for your team to share</li> </ul>	<ul style="list-style-type: none"> <li>• Register to receive the <b>Movement of the Month*</b> email</li> <li>• Schedule a weekly or daily movement break for your team</li> <li>• Encourage walk and talk meetings</li> <li>• Invite the Employee Wellness team in to provide a <i>Fitting in Fitness</i> or demo class</li> <li>• Download <i>Get Active at Work</i> stretches from the portal*</li> <li>• Download and post information about upcoming fitness challenges*</li> <li>• Participate in current individual/team fitness challenges*</li> <li>• Encourage team members to strive for 10K steps a day or 150 minutes of activity a week</li> <li>• Link your activity tracker to the portal*</li> <li>• Encourage team members who don't have an activity tracker to use the <b>Exercise Tracker</b> available in the portal</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage team members to utilize free <b>Health Coaching</b> services</li> <li>• Download the <b>Days of Well</b> calendar and post/share with your colleagues. You can also run an internal challenge to see who can complete the most days in a month</li> <li>• Register to receive one or all of these monthly email tips*:               <ul style="list-style-type: none"> <li>• <b>Well-Being Tip</b></li> <li>• <b>Mindful Moment</b></li> <li>• <b>Manager Tip</b></li> <li>• <b>EAP Information</b></li> </ul> </li> <li>• Use an app to guide team mindfulness sessions daily or weekly</li> <li>• Invite the Employee Wellness team to bring the <b>Wellness Wagon</b> to visit your workgroup</li> <li>• Host a program that helps your team learn ways of managing stress and building resilience</li> <li>• Join in education sessions offered to learn mindfulness – watch D-H Today and ManageWell®</li> <li>• Promote the <b>Employee Assistance Program</b> options</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage team members to practice diaphragmatic breathing regularly</li> <li>• Promote the D-H and local resources for quitting tobacco</li> <li>• Understand the D-H benefits that support quitting smoking</li> <li>• Download and post flyers that support the tobacco-free campus*</li> <li>• Join in on, or organize local campus events that support the Great American Smokeout® annually on the third Thursday of November</li> </ul>   

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](http://mylogin.hitchcock.org/wellness).

Outside of the D-H Network go to [www.ManageWell.com](http://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
- Knowledgeable 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](http://MYLOGIN.HITCHCOCK.ORG/WELLNESS)

CREATING A CULTURE OF WELLNESS TOGETHER

E-mail [livewellworkwell@hitchcock.org](mailto: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:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Interoffice Mail Address:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_ **Zip** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Building/Location:** \_\_\_\_\_

**You will receive approximately one email update per month from LWWW Employee Wellness; about how many employees will you forward the email to?** \_\_\_\_\_

**Supervisor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**LWWW Representative signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return your completed form to us:

- Email: [livewellworkwell@hitchcock.org](mailto:livewellworkwell@hitchcock.org)
- Fax: (603)650-4881
- Interoffice Mail: *Live Well/Work Well Administrative Office, L2 DHMC*
- USPS:
  - D-H LWWW Employee Wellness
  - One Medical Center Drive
  - 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      No

If yes, list here: \_\_\_\_\_

<b>LWWW Check-In</b>	Initial Contact	6-m check in	1-year check in
(Initial & date)	_____	_____	_____

Be  
**HIP**



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