Wellness Champion Guide

Experience health and well-being in your work group

livewellworkwell@hitchcock.org
Workplace Wellness

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

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

Dimensions of Your Well-being

[Diagram of dimensions of well-being, including Physical, Social, Emotional, Intellectual, Environmental, Financial, Work, Spiritual, Contributing to your community, Developing a sense of purpose, Resilience, Respect, and Appreciation, Overall well-being, Work-life balance, Career advancement, Personal development, Life satisfaction, Financial stability, Social connection, Emotional health, Intellectual growth, Envisage your goals, Pursue your passions, Connect with others, Grow in wisdom, and spiritual fulfillment.]

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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

<table>
<thead>
<tr>
<th>Eating Well</th>
<th>Moving Well</th>
<th>Being Well</th>
<th>Breathing Well</th>
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<tbody>
<tr>
<td>• Register to receive the <em>Recipe of the Month</em> email</td>
<td>• Register to receive the <em>Movement of the Month</em> email</td>
<td>• Encourage team members to utilize free Health Coaching services</td>
<td>• Encourage team members to practice diaphragmatic breathing regularly</td>
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<td>• Have individuals on the team make and bring in the <em>Recipes of the Month</em> to try/share together (only a sample is needed for each person)</td>
<td>• Schedule a weekly or daily movement break for your team</td>
<td>• Download the <em>Days of Well</em> 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</td>
<td>• Promote the D-H and local resources for quitting tobacco</td>
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<td>• Download educational information and monthly recipes from the Recipe of the Month and post in your teams common area*</td>
<td>• Encourage walk and talk meetings</td>
<td>• Register to receive one or all of these monthly email tips*</td>
<td>• Understand the D-H benefits that support quitting smoking</td>
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<tr>
<td>• Schedule an opt-in time for your team to view the short webinar about the nutrition topic of the month</td>
<td>• Invite the Employee Wellness team in to provide a Fitting in Fitness or demo class</td>
<td>• Well-Being Tip</td>
<td>• Download and post flyers that support the tobacco-free campus*</td>
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<tr>
<td>• Invite the Employee Wellness team in to provide a brief eating well class</td>
<td>• Download and post information about upcoming fitness challenges*</td>
<td>Mindful Moment</td>
<td>• Join in on, or organize local campus events that support the Great American Smokeout® annually on the third Thursday of November</td>
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<td>• Plan a healthy pot-luck event</td>
<td>• Participate in current individual/team fitness challenges*</td>
<td>Manager Tip</td>
<td></td>
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<td>• Encourage healthy snack choices and water during meetings</td>
<td>• Encourage team members to strive for 10K steps a day or 150 minutes of activity a week</td>
<td>EAP Information</td>
<td></td>
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<tr>
<td>• Instead of a candy dish, come up with a healthier option</td>
<td>• Link your activity tracker to the portal*</td>
<td>Use an app to guide team mindfulness sessions daily or weekly</td>
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<td>• Consider purchasing a CSA (community share agriculture) during the summer/fall months for your team to share</td>
<td>• Encourage team members who don’t have an activity tracker to use the <em>Exercise Tracker</em> available in the portal</td>
<td>Invite the Employee Wellness team to bring the Wellness Wagon to visit your workgroup</td>
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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: ___________________________________

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
- 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: ____________________________________________________________________

LWWW Check-In
(Initial & date) Initial Contact 6-m check in 1-year check in
_________________________________ ___________________________________ __________________________

Last Update 10/24/2019
Be HIP

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

Be An All-Star

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