

Steps for Implementing Employee Wellness Programs

1. Determine educational programs you will offer
2. Create the following:
 - brochure with brief description of each program
 - detailed outline of each course, including objectives, program logistics and educational topics (see example below)
3. Identify potential audiences/worksites
4. Make initial contact with worksites
 - This could be person in charge of risk management, worker's compensation, education and training or others
 - Purpose of this call is to introduce yourself, provide brief explanation of available services and request to send brochure either by mail or electronically
5. Follow up with those receiving brochure
 - If interested, meet with them to explain programs more thoroughly
6. At the meeting:
 - Provide detailed course outlines
 - Determine appropriate course offerings for their site and schedule dates
 - Discuss marketing materials you can provide (flyers, email announcements, etc.)

Tips:

- Target a small group of worksites at first. If they are all interested at one time, you could become very overwhelmed.
- Create generic marketing materials that you can quickly and easily change the “when” and “where” for each location.

Sample Course Outline:

Cholesterol Control, sponsored by Leon County Extension – UF/IFAS, is a six part series of classes designed to promote lifestyle behaviors associated with decreased risk of heart disease. Eating habits resulting from a busy, fast-paced lifestyle and frequent meals eaten on the run often lead to diets high in fat, sodium and calories, possibly resulting in increased risk for major diseases. Creating a healthy lifestyle can improve one's overall sense of wellness. Participants will learn:

- how lifestyle affects the risk of heart disease
- strategies for changing eating and exercise habits
- practical tips for adapting lifestyles.

There is no fee for this program.