



## Using a *Worksite Wellness Resource Toolkit*

The Worksite Wellness Resource Toolkit is a necessity for any workplace that wants to keep employees healthy and on the job. The kit focuses on strategies to offset risk factors, like poor nutrition, inactivity, poor mental health and tobacco use, which contribute to obesity and chronic disease. Included in the kit are surveys, a recommendation table, an action plan worksheet and wellness assessment that are easy-to-use and duplicate.

### *What's in the toolkit?*

#### **Introduction: Why Have a Worksite Wellness Program?**

##### **Step 1: How to Get Started**

Develop a Company Wellness Committee to coordinate the employee wellness program

##### **Step 2: Engaging Your Employees**

Consider certain factors when engaging employees to make the program successful

Learn how to communicate with employees

Develop incentives to increase participation

##### **Step 3: Assessing Your Worksite**

Perform an assessment to gather information from your employees

Use data to determine worksite needs

##### **Step 4: Programming for Your Worksite**

Developing effecting programming ideas and activities

##### **Step 5: Where to Focus Your Efforts**

Resources are limited, so use them wisely

##### **Step 6: Evaluating Your Program**

Measure outcomes and monitor progress

Make necessary changes to make a healthy environment for all employees

To access your copy of the Worksite Wellness Resource Kit follow the link below, visit:

<http://www.dhs.wisconsin.gov/health/physicalactivity/sites/worksitekit.htm>

In June, a Worksite Wellness Resource Kit training will be taking place at Fort Memorial Hospital with Date and time will be announced. **With questions, contact Sharon Rateike, corporate wellness program coordinator at (920) 568-5018 or [Sharon.Rateike@forthc.com](mailto:Sharon.Rateike@forthc.com).**

