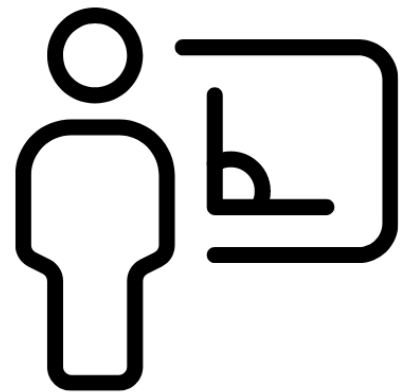


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



To keep the body in good health is a duty... otherwise we shall not be able to keep our mind strong and clear.

Buddha

Module Two: Definition of a Health and Wellness Program



Understanding the meaning of a health and wellness program is the first step in effectively creating one. Every year companies spend massive amounts of money on health related issues that could be avoided. A health and wellness program can help alleviate some of these expenses. Let's explore together how a health and wellness program could help you, and your company!

What is a Health and Wellness Program?



When your employees are happy and healthy, they cost your company less money in health expenses, and have better lives in general. According to a study done by the National Coalition on Health Care, employer insurance premiums increased 7.7 percent, twice the rate of inflation. So, what exactly is a health and wellness program? A health and wellness program is a corporate program that is implemented to enhance physical and/or mental health. There are many types of health and wellness programs, and many benefits, depending on the program. They can help reduce health insurance costs, safety incidents, and even absenteeism. According to the National Safety Council, nearly one million workers a day are absent due to stress, costing American companies roughly \$300 billion a year in loss of productivity, and the cost of temporary help.

Estimated Time	8 minutes
Topic Objective	What does poor health cost?

Topic Summary	What does poor health cost? Discuss the costs of poor employee health.
Materials Required	Flipchart/board and marker
Planning Checklist	None
Recommended Activity	As a group, come up with a mock employee who has moderate health issues. Discuss together and write down on the board their health issues that could cost the company money. Consider how often they are ill, absent, etc. Estimate the company's costs of these ailments and be specific. Discuss the results.
Stories to Share	Share any personal or relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is a health and wellness program?

Productivity



Productivity is the capacity, or ability to produce goods or services. A company thrives on maximizing their productivity. When are employees at their most productive state? The answer is simple: when they are happy, healthy, and engaged. Employees who are stressed or ill are not going to be as productive as employees who are happy and healthy. Stressed out and unhealthy employees have lower morale, and higher absenteeism. They are prone to more accidents and have a decreased interest in their positions. According to a study done by Parry T. Integrated Benefits Institute, employers paid upwards of \$20,000 per employee per year for all health costs and lost productivity costs. Over \$6,000 of that was due to a loss in productivity due to sick leave.

Employees who are happy work smarter and harder. There are many ways to have a health and wellness plan geared towards keeping employees happy. Offering a stress management work shop could provide employees with some strategies for dealing with stress in their life, or some financial counseling could help alleviate financial stressors. There has been a direct correlation between exercise and happiness, so an exercise centered wellness plan could help as well! Exercise releases the dopamine in your brain. Dopamine is considered to be the “happy chemical”, it’s a chemical in the brain that promotes pleasure and happiness. Exercise also boosts energy and helps reduce stress.

Estimated Time	10 minutes
Topic Objective	Stress-free Walk
Topic Summary	Stress-free Walk Explore the aspects of exercise on your emotional wellbeing.
Materials Required	None
Planning Checklist	None
Recommended Activity	Take a 10-minute break to go for a walk, preferably outside, and stretch your limbs. Afterwards, consider the effects the walk has had on you emotionally. Do you feel any better after the break?
Stories to Share	Share any personal relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is productivity?

Cost of Health Care



Having healthier employees is the most basic goal of a health and wellness program. Having healthier employees means less cost for doctors' visits, prescription drugs, and hospital visits. Health care benefits are one of the costliest expenses for a company. On average, employers contribute \$10,000 to each employee's \$15,000 family coverage premium. It costs a company more to insure employees who have health issues like diabetes, high blood pressure, and those who smoke. A health and wellness program that aids in lessening preventative conditions can reduce health care costs for both the employee and the company. According to the CDC, a smoker who spends \$6 on a pack of cigarettes a day can save more than \$2000 a year by giving up smoking, and many companies provide lower insurance premiums for non-smokers, creating additional savings.

Estimated Time	8 minutes
Topic Objective	Calculate the savings.
Topic Summary	Calculate the savings.

	Consider the costs of adapting a healthier lifestyle.
Materials Required	Worksheet 1-Calculate the Savings
Planning Checklist	None
Recommended Activity	Determine how much the patient could save by changing their current lifestyle for a healthier one. Discuss your results as group.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is the most basic goal of a health and wellness program?

Costs of Absenteeism



Absenteeism refers primarily to an unscheduled absence of an employee, and is a huge expense for companies today. An employee’s absence can be for justifiable reasons like illness or injuries, but regardless of the reasons behind their absence, productivity declines when employees are away from their positions. A healthy employee is less likely to get sick, and thus less likely to call in. When an employee is absent, morale and productivity decrease, and costs increase. An employee who is away from their position is usually replaced with another employee or a temporary employee. If the replacement employee needs to be trained, the productivity is either lessened or comes to a stop. If it’s a current employee who is replacing the absent employee, they may gain overtime because of the extra shift. The company may also have to pay PTO to the absent employee.

Estimated Time	8 minutes
Topic Objective	The cost of absenteeism
Topic Summary	The cost of absenteeism Discuss what absenteeism costs a company.
Materials Required	Worksheet 2-The Cost of Absenteeism
Planning Checklist	None
Recommended Activity	Individually complete the worksheet, discuss your results with the team.

Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is absenteeism?

Practical Illustration



Sandra is an employee of a major grocery chain in Utah that specializes in organic & local products. She has been working at the grocery store for 5 years and enjoys her job. Her job is physically demanding, there is a lot of heavy lifting and walking in her position. In addition, sometimes the customers are not as pleasant as she would hope. The stress of dealing with difficult customers sometimes is overwhelming for new employees. Sandra has had many offers for employment from other grocery store chains, but she never strays. She likes her job, but she loves the company. The company offers a lot of benefits that she would miss if she switched companies. She was able to quit smoking because of their smoking cessation plan, which in turn helped with her daughter's asthma problems. She gets a discount to the gym, which she uses to blow off work stress after a long day. The company offers a lot of health-related plans that show her they really care about her physical and mental wellbeing. They have even started paying for her evening college courses. Sandra is working to get a degree in management so that she can continue with the company as a manager.

Module Two: Review Questions

1.) A health and wellness program can help reduce:

- a) Health Claim Costs
- b) Safety Incidents
- c) Absenteeism
- d) All of the above

All of the Above. A Health and wellness program can help reduce health care claim costs, health insurance premiums, absenteeism, safety incidents, and increase productivity, and morale!

2.) What is the first step in creating a health and wellness program?

- a) Budget
- b) Understanding what it is
- c) Assessing the need
- d) None of the above

The first step in creating a health and wellness program is understanding what it is, what types of programs fall under the umbrella of health and wellness.

3.) What is a health and wellness program?

- a) A corporate program that is implemented to enhance physical and/or mental health
- b) A corporate program that promotes productivity
- c) A corporate program that promotes morale
- d) All of the above

A health and wellness program is a corporate program that is implemented to enhance physical and/or mental health.

4.) How many workers are absent per day due to stress?

- a) One Thousand
- b) One Hundred
- c) One Million
- d) Zero

According to the National Safety Council, nearly one million workers a day are absent due to stress, costing American companies nearly \$300 billion a year in loss of productivity and the cost of temporary help.

5.) What is Productivity?

- a) The capacity, or ability to come to work
- b) The capacity, or ability to produce goods or services
- c) The capacity, or ability to complete a task
- d) None of the above

Productivity is the capacity, or ability to produce goods or services.

6.) Having healthier employees means less costs on:

- a) Doctors' visits
- b) Prescription drugs
- c) Hospital visits
- d) All of the Above

Having healthier employees means less cost for doctors' visits, prescription drugs, and hospital visits. It costs a company more to insure employees who have health issues like diabetes, high blood pressure, and who smoke. A health and wellness program that aids in lessening preventative conditions can reduce health care costs for both the employee and the company.

7.) What is one of the costliest expenses for a company?

- a) Health Care Benefits
- b) On the job injuries
- c) Materials costs
- d) All of the above

Health care benefits are one of the costliest expenses for a company. According to CNN on average, employers last year contributed \$10,119 to each employee's \$15,253 family coverage premium.

8.) On average, what percentage of a family's health coverage premium was covered by their company last year?

- a) 1/2
- b) 3/4ths
- c) 1/3rd
- d) 2/3rds

On average, employers contribute \$10,000 to each employee's \$15,000 family coverage premium, which is 2/3rds of the cost.

9.) _____ declines when an employee calls in sick.

- a) Productivity
- b) Absenteeism
- c) Costs
- d) None of the above

Productivity declines when an employee calls in. An employee who is away from their position is usually replaced with another employee or a temporary employee. If the replacement employee needs to be trained, the productivity is either lessened or comes to a stop. If it's a current employee who is replacing the absent employee, they may gain overtime because of the extra shift. An absent employee puts more stress on the department to take up the slack.

10.) _____ refers primarily to an unscheduled absence of an employee.

- a) Productivity
- b) PTO
- c) Absenteeism
- d) All of the above

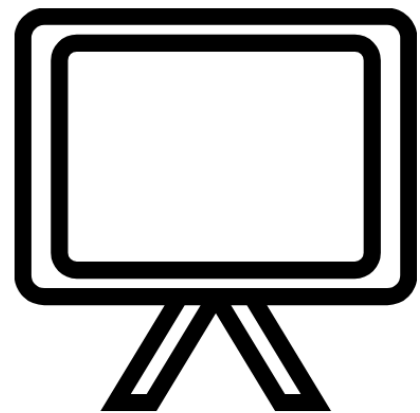
Absenteeism refers primarily to an unscheduled absence of an employee, and is a huge expense for companies today

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



“

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Buddha



MODULE TWO

Definition of a Health and Wellness Program

Every year companies spend massive amounts of money on health related issues that could be avoided. A health and wellness program can help alleviate some of these expenses.



What is a Health and Wellness Program?

A health and wellness program is a corporate program that is implemented to enhance physical and/or mental health.

Productivity

- Happy
- Healthy
- Engaged





Cost of Health Care

Having healthier employees means less cost for doctors' visits, prescription drugs, and hospital visits.

Cost of Absenteeism

When an employee is absent, morale and productivity decrease, and costs increase.



Practical Illustration



- What is a Health and Wellness Program?
- Productivity
- Cost of Health Care
- Cost of Absenteeism

Module Two: Review Questions

1. A health and wellness program can help reduce:

A. Health Claim Costs

B. Safety Incidents

C. Absenteeism

D. All of the above

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Health and Wellness at Work

Quick Reference Sheet



Health Behaviors

One branch of health and wellness programs focuses on health behaviors. Health behaviors are the actions of a single person, or group of people, to modify or preserve their health status in order to avoid injury or illness. A health behavior could be something as simple as deciding to go for a walk every day, or something as complex as getting treatment for a substance abuse problem.

The four most common health behavior programs are:

- Increasing Physical Activity
- Nutrition & Weight Loss
- Tobacco Cessation
- Substance Abuse Treatment



Physical Injuries

Some health and wellness programs can target safety in and out of the workplace. Regardless of whether the injury happens on or off the job, it could still mean that your employees are absent for a long length of time. Having programs in place to help the employee avoid injuries on and off the job, will only benefit your company. A wellness program could include teaching the proper way to lift heavy objects, or what kind of posture to use when sitting at a computer.

The most common types of injuries are:

- Falls, Slips, and Trips
- Repetitive Motion
- Falling Objects

There are many types of safety programs you can implement. The most important aspect is to make sure that the employees are educated on how to keep from injuring themselves.

Safety programs could consist of:

- Back Injury Prevention
- Education on Ergonomics
- Proper Lifting
- Safety Instructions for Hand Tools
- Instructions on how to use a Fire-extinguisher
- Information on how to prevent Slips, Trips, and Falls

Stress Management

Unhealthy ways of dealing with stress are:

- Ignoring the stressor
- Smoking, drinking alcohol in excess and/or using drugs
- Over or undereating
- Withdrawing from society, family, and friends
- Excessive sleeping or not sleeping enough
- Overextending yourself with activities
- Lashing out at others

Healthy ways of dealing with stress are:

- Exercise
- Spending time with friends or family
- Spending time with a pet
- Listening to music
- Relaxing
- Mediating
- Journaling

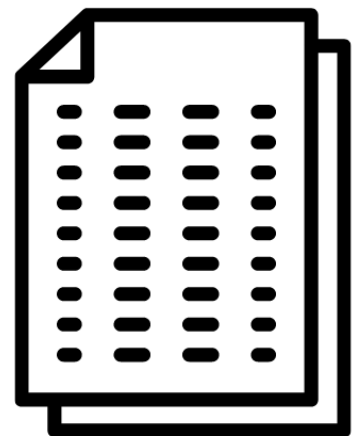
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

Calculate the Savings

Determine how much the patient could save by changing their current lifestyle for a healthier one.
Discuss your results as group.

Patient A is a smoker, and has diabetes due to weight issues.

Yearly expenses for diabetes	
\$75	for syringes
\$240	for test strips
\$480	for insulin
\$1,000	for doctors' visits
Yearly Expenses for use of tobacco	
\$905	for Cigarettes
Total:	<hr/>

Review the amount of money patient A would save if they stopped smoking, and lost weight to relieve their diabetes condition.

Sample Worksheet 2

The Cost of Absenteeism

Calculate the cost of absenteeism. The cost of absenteeism has been completed for one day, your job is to calculate the cost of absenteeism for the **month** and the **year**, using the same trends of (3 employees absent per day.)

	Day	Month	Year
Number of employees absent	<u>3</u>	<u> </u>	<u> </u>
PTO (\$11 Hourly Pay x 8 Hours)	<u>\$33.00</u>	<u> </u>	<u> </u>
Number of replacement employee	<u>3</u>	<u> </u>	<u> </u>
Overtime for replacement employees (\$16.50 Hourly Pay x 8 Hours)	<u>\$396</u>	<u> </u>	<u> </u>
Cost of loss of productivity	<u>\$100</u>	<u> </u>	<u> </u>
Total	<u>\$529</u>	<u> </u>	<u> </u>

Icebreaker: House of Cards

PURPOSE

1. To help participants get to know each other
2. To identify participants' goals for the session

MATERIALS REQUIRED

3. One playing card per participant, with an equal number of cards from each suit
4. Several sets of markers
5. Flip chart paper

PREPARATION

Pass out one playing card to each participant, face-down.

ACTIVITY

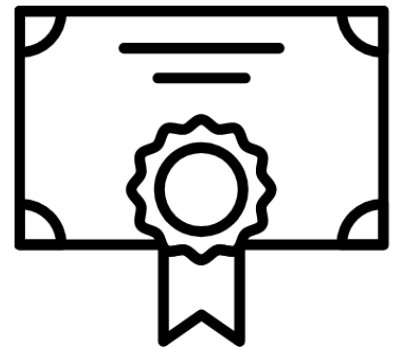
On your cue, ask participants to turn over their playing cards. They are to find others with their suit, but they are not allowed to talk or show their card. For example, if a person had a spade, they may illustrate that by pretending to dig a hole.

Once participants are in their groups, they are to introduce themselves and come up with a list of five things that they would like to learn during the workshop.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
Health and Wellness at Work.*

Awarded this _____ day of _____, 20____

Presenter Name and Title
