

Guidelines for Healthier U Competition Workgroup

Name of Focus Workgroup	Competitions/Challenges Workgroup
Purpose:	To implement large scale programs that engage the entire department workforce in wellness events/interventions that involve a competition and have measurable results (e.g., Healthier U Connections).
Objectives/Scope of Workgroup	<ol style="list-style-type: none"> 1. Develop implementation and communication plan to promote specific wellness interventions/campaigns. 2. Develop and execute a work plan for each wellness intervention/campaign. 3. Identify and provide staffing resources to execute the wellness intervention/campaign. 4. Recommend goals for program participation that will offer a baseline and stretch goal. 5. Build in ability to capture qualitative and quantitative data for evaluation. 6. Collect and provide data regarding participation and/or outcomes to advisory committee, boosters, and department leadership.
Duration	Ongoing; workload will increase as necessary around specific campaigns/event needs.
Meeting schedule	Weekly or bi-weekly during peak of program planning, monthly between cycles of intensive planning and implementation.
Oversight of Workgroup	<ol style="list-style-type: none"> 1. Wellness coordinator, in collaboration with the Healthier U Advisory Committee (AC), designates a member to provide oversight and planning resources to the workgroup. 2. Wellness coordinator, in collaboration with the AC, reviews and approves implementation and communication plan.
Things to consider when selecting event/activity: should meet as many of these as possible	<ol style="list-style-type: none"> 1. Does the event/activity move workplace culture closer to Healthier U behavior change goals? 2. Does the event/activity help to build a culture of co-worker/team support? 3. Does it support or impact long term environmental change? 4. Does the event/activity help clarify and test approaches to resolve or address barriers or perceived barriers to wellness? 5. Does the event/activity provide opportunity for boosters/leaders to emerge? 6. Does the event/activity provide an opportunity to engage leadership and/or managers? 7. If there is an opportunity for competitive engagement, is this the right timing for a competition (i.e., Has there been a recent competition, is there another competition planned soon?)? 8. Will this competition promote participation at all levels? 9. Are there other activities at the worksite that should be considered? Are there opportunities to collaborate/coordinate with other activities happening at the worksite? 10. Can we easily collect, measure and report the data to drive the competition?

<p>Responsibilities</p>	<p>Workgroup Responsibilities/Tasks:</p> <ol style="list-style-type: none"> 1) Develop a promotional/implementation plan, including: <ol style="list-style-type: none"> a) Overview of program/activity b) Detailed Timeline c) Motivation strategy d) Identification of resources needed to execute program/activity e) Coordinate logistics (e.g., scheduling, reservations, supply selection, producing materials, set up and break down, day of event oversight). f) Participate in the development, selection and distribution of communication materials g) Develop and execute a volunteer plan: recruitment and training including boosters, advisory committee, and others to support planning and implementation efforts. 2) Present promotional/implementation plan to the AC and wellness coordinator. 3) Work with department communication team to identify opportunities for communication and support from Leadership. 4) Coordinate with booster workgroup to promote and implement events/activities in their work area, and as event volunteers. 5) Identify and collect evaluation data aligned with program goals and report to the AC and wellness coordinator. 6) Develop plan to coordinate any incentives (e.g., certificate for meeting goal, meet Director if division achieves goal) and highlight success (e.g., highlighting individual or team stories in department newsletters or Healthier U emails)
<p>Roles</p>	<p>Workgroup Composition:</p> <ul style="list-style-type: none"> • Wellness coordinator, in collaboration with the AC, will assign a member to provide oversight or facilitate workgroup. • Must include at least two AC members. • May include stakeholders or subject matter experts, but may be no more than 50 percent of workgroup. • Balance of labor and management with at least 50 percent or more from labor. <p>Organization</p> <ul style="list-style-type: none"> • Facilitator/Chair: coordinate meeting agenda, invitation, plan work, identify key decisions that need to be made, present implementation plan to AC, ensure guidelines are being followed. • Back-up facilitator: leads meeting when facilitator is not able to attend; may review and provide feedback on agenda and notes; helps keep time and agenda on track. • Note taker/recorder – maintains meeting notes with decisions and action items; disseminates to workgroup within 2 days. • Logistics – schedules rooms, facilities, equipment. • Communications: create or assist in writing copy for emails; obtain approval of communications materials; coordinate dissemination of materials. <p>Individual Member Responsibilities:</p> <ul style="list-style-type: none"> • Regularly attend workgroup meetings and take responsibility for reviewing notes for any missed meetings. • Take responsibility for some level of tasks and implementation between meetings. • Notify facilitator and wellness coordinator if unable to attend.