



PennState Health



Bewell

Champion Toolkit

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Section 1

Introduction

Welcome to the BeWell champion development toolkit! We created this toolkit for Penn State Health employees who are interested in creating a culture of well-being within their own department or site, but do not have the time, resources, and/or support to enroll in the formal BeWell champion program. The goal of this toolkit is to streamline the development process by utilizing our previously developed templates and logistical considerations.

The Penn State Health BeWell Champion Program

Champions play an important role in supporting and promoting health and well-being across the Penn State Health system. The goal of the program is to create a network of passionate individuals to serve as key well-being leaders at their worksite. This program empowers BeWell champions by training and equipping them to create and promote a culture of well-being at Penn State Health.

As a BeWell Champion, employees will:

- Discover what well-being initiatives coworkers are interested in.
- Identify potential gaps in well-being and work with local resources to address gaps.
- Implement well-being initiatives that coworkers will participate in.
- Motivate and encourage staff to engage in well-being activities.
- Cultivate camaraderie around well-being initiatives.
- Serve as liaison between Penn State Health sites/ departments and Human Resources.
- Communicate information about well-being offerings and programs to peers.
- Distribute flyers, brochures, and announcements amongst departments/ units either electronically or verbally.
- Collect feedback from co-workers regarding well-being initiatives.

Are you interested in providing well-being activities to your department or site, without formally enrolling in the BeWell champion program?

Continue reading for more information on how to replicate the champion program at your Penn State Health site for free!



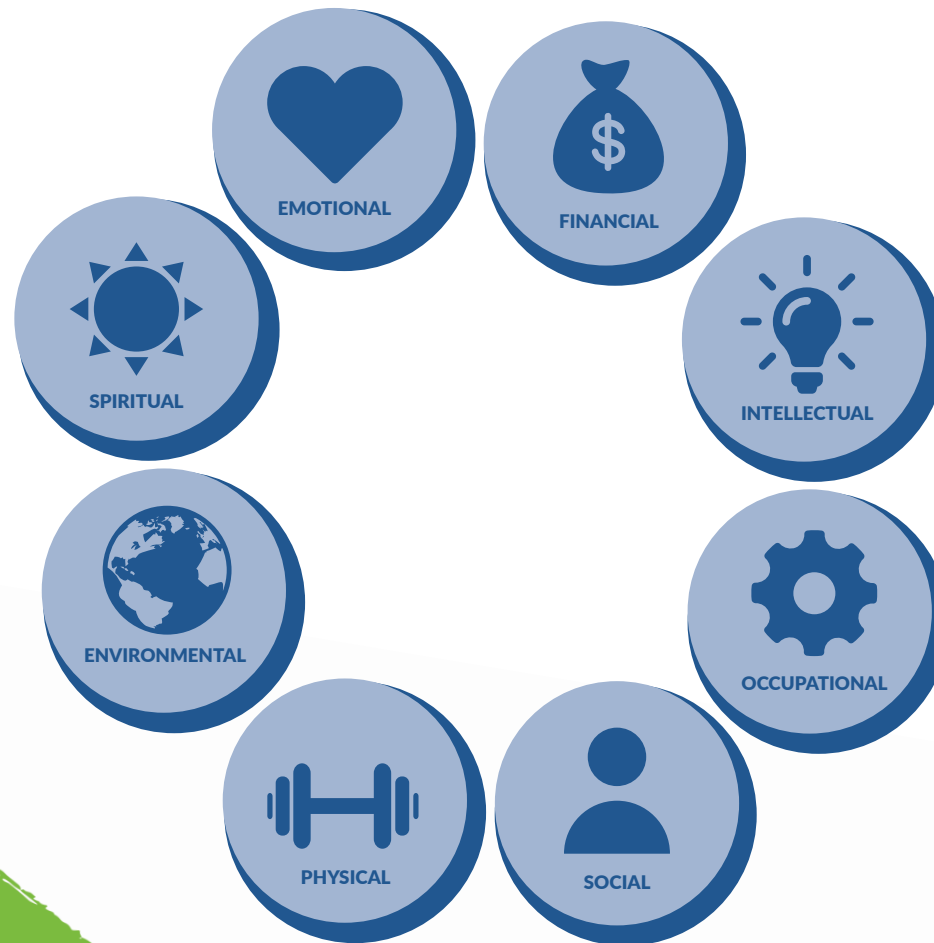
Section 2

Developing a Culture of Well-Being

The BeWell champion program was created with the CDC Worksite Health ScoreCard and 8 dimensions of well-being in mind.

The 8 Dimensions of Well-Being

The BeWell Champion Program was created with the CDC Worksite Health ScoreCard and 8 dimensions of well-being in mind: physical, social, occupational, environment, financial, intellectual, emotional and spiritual. All of the eight dimensions work together and are an integral to total well-being.



Physical

Part of overall health includes regular physical activity, a healthy diet and sufficient sleep. With the time pressures of work and home life, it is easy for these areas to be neglected, often with the thought that the time spent sleeping, cooking something healthy, or going for a walk could be better spent elsewhere; however, without these physical elements of well-being, it becomes harder to perform at a high level in the long-term. It is important to recognize that physical activity and maintaining a healthy diet do improve general well-being, which affects overall health. Examples at Penn State Health include Peloton subsidy, Weight Watchers subsidy, and Tobacco Cessation programs.

Social

In terms of happiness in your social life, it is vital to develop a sense of connection and belonging and to have a well-developed support system. Examples at Penn State Health include campus events and fundraisers, affinity groups, and volunteering opportunities.

Occupational

It is important to find personal satisfaction and enrichment from your work. Examples at Penn State Health include: PAWS UP!, Learning and Leadership Development, and coaching/mentoring.

Environmental

Good health is promoted when you occupy pleasant, stimulating environments that support well-being. There is no one-size-fits-all when it comes to environmental well-being. Each person has to find what works best for themselves. The key is to discover what environment promotes balance and well-being for you personally. Examples at Penn State Health include private lactation rooms, healthy meal options in cafeterias, and walking meetings.



Financial

Satisfaction with current and future financial situations is a part of overall well-being and balance. It is important to keep in mind how you manage the day-to-day stress of living on a budget, along with having a plan for whatever your financial situation may be. Financial stresses can be significant and managing them is the best way to promote well-being in this area. Examples at Penn State Health include one-on-one counseling with Empower Retirement, budget and financial resources through SupportLinc Employee Assistance Program (EAP) and a discount program through Abenity.

Intellectual

A cornerstone of being a fulfilled person is intellectual growth, recognizing creative abilities and finding ways to expand knowledge and skills. Examples at Penn State Health include tuition reimbursement and campus guest lectures.



Emotional

It is important to be able to cope effectively with life, and create satisfying relationships, in order to achieve the balance necessary to be mentally healthy and well. Emotional well-being involves being aware of and accepting your feelings; adjusting to change, both good and bad; coping with stress; and enjoying life despite occasional disappointments and frustrations. Examples at Penn State Health include Supportlinc EAP.

Spiritual

Spiritual well-being involves understanding your sense of purpose and meaning in life. It is a personal journey and could involve prayer, meditation, affirmations, or specific spiritual practices that are meaningful. Using values, beliefs, and principles to help ground your decisions and actions can lead to balance and overall well-being. Examples at Penn State Health include resources through pastoral services, a meditation series, and a mindfulness practice group.

CDC Worksite Health ScoreCard

The CDC Worksite Health Scorecard is a tool designed to help employers assess whether they have implemented evidence-based health promotion strategies to improve the health and well-being of their employees. Completing the ScoreCard will assist you in identifying areas for improvement at your site, and it is a helpful way to track progress and overall workplace well-being as you implement programming.

The CDC has training videos on using, completing, and understanding the ScoreCard results.

[Guide to Using the CDC ScoreCard →](#)

The questions included in the ScoreCard are broken down into the following categories; organizational supports, weight management, nutrition, physical activity, musculoskeletal disorders, sleep and fatigue, depression, high cholesterol, high blood pressure, heart attack/stroke, vaccine-preventable diseases, alcohol/substance use, diabetes, cancer, and maternal health and lactation support.

Look for several of these categories featured in the upcoming “well-being initiatives” section of this toolkit on pages 12-21.



Section 3

Well-Being Initiatives

Well-being initiatives are a fun way to boost both employee engagement and morale, while motivating people to become more interested and invested in their overall health. The key is to have fun and help people live happier, healthier, and more energetic lives, while promoting comradery and teamwork! To help assist you with implementation, we have outlined a list of initiatives for you to choose from. Continue reading for instructions and a full list of example well-being initiatives.

Success Tips for Your Initiatives:

- Make it fun for colleagues! Below is just the basis for each initiative. Feel free to enhance any of the initiatives to make them work best for your site.
- Promote initiatives via site-wide emails, flyers, and word-of-mouth.
- Send free PAWS UP! points for those who participate as a simple form of encouragement and appreciation.
- Have a successful tracking system. Tracking methods can include Google Docs, excel spreadsheets, bulletin boards or white boards in the breakroom.



Personal Finance Education

Part of having a work-life balance is being aware of your financial well-being.

- Help your fellow co-workers learn how to be financially well by providing them with a book like Dave Ramsey's Total Money Makeover. These books can be borrowed and returned by co-workers so that everyone can have a change to read them. Create a sign-out sheets so you know where the books are.
- Organize a book club discussion with coworkers to discuss topics shared in the book.
- Host a lunch and learn about financial well-being (pre-recorded option available) and share budgeting information.



Make it into a challenge!

Encourage growing your saving with co-workers by doing the 100 Envelopes Challenge. This cash stuffing binder will leave you with extra savings to put towards something as a reward for having financial discipline.

Tip: August 14 marks National Financial Awareness Day

Initiative Resources



Budgeting (Flyer)
Financial Well-Being
(Infographic)



How to Create a Budget
(Lunch & Learn)



BeWell: Financial Well-Being



Hydration Education

- Encourage staff members to rethink their drink by choosing water over sugary beverages.
- Provide water bottles that help co-workers track water intake.
- Send weekly emails with reminders and information on the benefits of drinking water.
- Highlight employees who have shown great success!

Make it into a challenge!

Drinking enough water is essential to maintain good health. Encourage participants of the water challenge to drink 32 oz. of water during the workday to stay hydrated and avoid fatigue. Participants can earn one point each workday if they drink 32 oz. of water on the job.



Initiative Resources



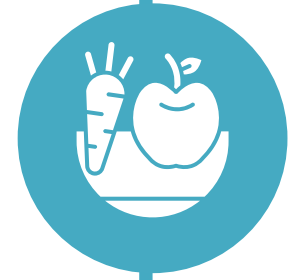
Rethink Your Drink (Poster)
Rethink Your Drink (Flyer)



CDC: Rethink Your Drink
CDC: Water & Healthier Drinks

Meal Planning / Prep

- Provide meal prep containers like bento boxes that help co-workers get a balanced meal during the day.
- Use flyers and emails to share the importance of having a balanced meal.
- Encourage meal planning by helping co-workers stay organized. Use a meal planner that has organization for every week of the year. Share recipes with your



Make it into a challenge!

Encourage healthy eating with this 5-A-Day Nutrition Challenge! For every 5 servings per day of fruits and/or vegetables, participants will earn one point.

One serving of fruit = a medium apple, banana, or orange, a ½ cup of cooked or canned fruit (chopped), or ¾ cup of fruit juice.

One serving of vegetables = one cup of raw, leafy vegetables, ½ cup of other vegetables (chopped, cooked or raw), or ¾ cup of vegetable juice job.

Tip: August 9 is National Meal Prep Day

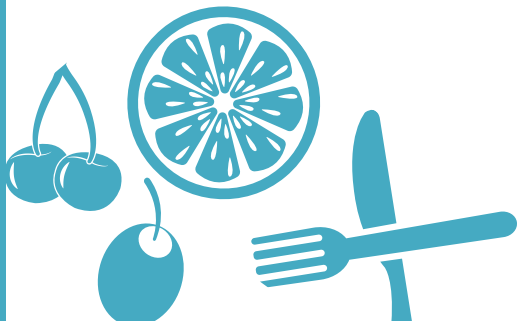
Initiative Resources



Why you should really eat your fruits & vegetables

Fun facts about fruits & vegetables

PRO Wellness Recipes



Work Physical Activity Breaks

- Use flyers and emails to promote the importance of physical activity to reinforce the message.
- Encourage meetings to be held as walking or standing meetings by publicly tracking the number of meetings and steps taken during standing/walking meetings on an office white board or bulletin board. Celebrate your successes!



Make it into a challenge!

Encourage participants at your site to partake in 30 minutes of exercise each day – every 30 minutes counts for one point. At the end of the challenge, whoever has the most points wins!

Tip: April 6th is National Walking Day

Initiative Resources



Exercise for Life (Infographic)

Get Your 60 (Infographic)



Physical Activity Breaks for the Workplace Resource Guide

Activity Breaks at Work



Group Walks

Walking during lunch breaks or before/after the workday is a fun and easy way to stay active.

- Develop suggested walking routes around your site location and share with co-workers to encourage walking.
- Plan regular group walks with co-workers around your site and provide employees with weights to add strength training to their walks. Use pedometers, Fitbits, phones, or smart watches to count everyone's steps and keep track of steps in a public space for everyone to see. Highlight other people's success to help keep employees accountable and engaged.

Make it into a challenge!

- Do the "Noon Walk" - walk a mile during lunch with co-workers and count the miles. A Monthly Certificate of Achievement can be awarded each month for Gold (30 miles), Silver (20 miles), and Bronze (10 miles) levels of achievement if you would like.
- See how far you can walk! As a Champion, provide information and facts on different cities, landmarks, points of interest, etc. that your team can virtually walk to. This challenge can be spread across a week or month period. The team/individual that can walk the furthest wins.

Tip: April 6th is National Walking Day



Initiative Resources



Exercise for Life (Infographic)

Get Your 60 (Infographic)



MapMyWalk

Bike at Your Desk

Staying active at work is a wonderful way to boost energy and productivity!

- Encourage co-workers to borrow mini-bike pedals to use under their desks while working. Develop a sign-out sheet for employees to use. Create a challenge to see who can bike the furthest! Highlight employees who have shown remarkable success!
- Use educational flyers to reinforce the message of how important it is to exercise.

Walk at Your Desk

Using a walking pad can have a positive impact on your energy levels and help you feel more productive at work.

- Motivate staff members to use a walking pad under their desk to stay moving throughout the day. Create a sign-out sheet for employees and see who can walk the furthest in their day.
- Create a chart for everyone to see and mark how far each employee has walked. Keep co-workers motivated by creating a distance challenge.

Make it into a challenge!

- Encourage participants at your site to partake in 30 minutes of exercise each day – every 30 minutes counts for one point. At the end of the challenge, whoever has the most points wins!
- Count your steps! Whoever has the most steps at the end of the challenge wins! This challenge can be spread across a week or month period.
- See how far you can walk! As a Champion, provide information and facts on different cities, landmarks, points of interest, etc. that your team can virtually walk to. This challenge can be spread across a week or month period. The team/individual that can walk the furthest wins!

Tip: May is National Bike Month & National Walking Month; May 20th is National Bike to Work Day

Initiative Resources



Exercise for Life (Infographic)

Get Your 60 (Infographic)



Healthy Eating

Achieving and maintaining a healthy weight is best done as a supportive team!

- Offer healthy snacks in the breakroom for employees to encourage healthy eating and hydration. Share health promotion information with employees.
- Advertise the subsidized WeightWatchers discount for Penn State Health employees through email communication and presentation at a team meeting.



Make it into a challenge!



- Participants will earn one point each day that they only eat fruits and/or vegetables for snacks.
- Stuck with what to make for dinner every night? Share healthy recipes amongst your team and get inspired by others! This challenge can even result in a site-wide healthy cookbook! Participants will receive one point for every healthy recipe contributed, up to an established maximum.
- Whoever loses the most pounds, or the highest percentage, wins the challenge. This challenge can be spread over a few weeks or months.

Tip: National Healthy Eating Day is the First Wednesday of November

Initiative Resources



CDC: Obesity Info

CDC: Nutrition Facts Label

The Volumentrics Eating Plan

CDC: Nutrition Info

CDC: Healthier Snacks & Meals

WeightWatchers

CDC: Rethink Your Drink

PRO Wellness Recipes

Learning the Art of Mindfulness

Meditation and mindfulness are evidence-based strategies to better manage daily stress. Invite co-workers to read *Mindfulness for Beginners: Reclaiming the Present Moment and Your Life* by Jon Kabat-Zinn to learn the art of staying present and being mindful. These books can be borrowed and returned by co-workers so that everyone can have a chance to read them. Create a sign-out sheet so you know where the books are.

To practice being mindful, take time out of your busy day and encourage your co-workers to try an adult coloring book.



Make it into a challenge!

- It is important to participate in a time of relaxation or reflection. For this challenge, participants can earn a point when they participate in 10 minutes of mindfulness each day.

Tip: May is Mental Health Awareness Month

Initiative Resources



Be Mindful (Poster)
Mindfulness Journal



Mindfulness Session with Lisa Wilhelm
Benefits of Mindfulness (Lunch & Learn)
Finding Joy Through Journaling (Lunch & Learn)



MindShift CBT App
PSH: Mindfulness Practice
SupportLinc EAP



Gratitude Journals

Gratitude is an attitude!

- Allow co-workers to learn all about gratitude by providing them with a gratitude journal.
- In addition, offer to host a lunch and learn on gratitude (can be pre-recorded) and facilitate a group discussion.
- Create a “Gratitude Board” in a common space for co-workers to take a post-it and write something that they are grateful for and stick on the board. Consider encouraging co-workers to include staff gratitude shout-outs for additional team-boosting!

Make it into a challenge!

- Co-workers can earn daily points for sincere expressions of gratitude.

Tip: September 21 is World Gratitude Day



Initiative Resources



Gratitude (Lunch & Learn)



How to Practice Gratitude

How Gratitude Changes You
and Your Brain

Workplace Ergonomics

Since employees spend a great deal of time behind a desk or on their feet, it's important for them to know proper posture and positioning.

- Provide tips and tricks via email and flyers to educate your co-workers on the importance of workspace ergonomics.
- Provide desk chair lumbar support pillows or ergonomic seat cushions to interested employees to encourage proper ergonomics.

Tip: Bone and Joint Health National Action Week takes places from October 12-20 each year



Initiative Resources



OSHA: Ergonomics

CDC: Ergonomics &
Musculoskeletal Disorders

Ergonomics Self-Evaluation Checklist

A large, stylized yellow brushstroke graphic that starts from the top left, loops around the bottom left, and extends towards the bottom right. It has a textured, painterly appearance.

**For more BeWell information and resources,
visit bewell.pennstatehealth.org.**

Contact the BeWell team at bewell@pennstatehealth.psu.edu with any questions or tips for initiative implementation!