

## STEP 2: PUT A PLAN TOGETHER<sup>7,13,14</sup>

Now that the team has an idea about what the “issues” are in your unit/department and an idea of what activities co-workers are interested in, a plan can be put together a plan to make it happen. (See Appendix J for a health promotion activity planner template).

### When developing a group’s health promotion plan, think about the following:

#### What is the overall goal?

A goal is a broad, future oriented statement (e.g., to increase knowledge or change behavior) that is the overall purpose of why the health promotion activities are being done.

#### What does your group want to achieve (Objectives)?

An objective is a specific activity or activities that will help the goal be met. Objectives are SMART? That is Specific, Measurable, Attainable, Realistic and Timely. Decide what it is you want your activity to achieve. How?

- Describe the situation you want to change or the problem you want to solve.
- Identify the specific actions you want people to take to help solve the problem.

#### What activities does your group want to put in place to help you get there?

Remember when creating your activities, the best results happen when a combination of activities that create awareness, build skills to allow for behaviour change and create supportive environments are used.

#### Successful activities are:

- Meaningful to co-workers
- Simple
- Innovative
- Low cost
- Short term and ongoing
- Flexible
- Efficient
- Easy to manage
- Customized to fit the workplace
- Supported by take home materials and/or include family members (ex. pamphlets)



DGH staff get into the spirit of the Cross Canada Challenge

*The Living Well! Cross Canada Challenge had Capital Health staff walking across Canada. Staff from across the district took on the challenge, enjoying the friendly competition and the health benefits.*



## **Is the target audience the same for each health promotion activity?**

The target audience are those people your group most want to reach. Who is the activity designed for?

## **What resources are needed to do these activities?**

For each activity, create a list of people, information, supplies, facilities, money, materials and time needed to make the activities work. Consider internal Capital Health resources, as well as any community resources that can help bring your health promotion activity to life.

Money may be required to do some activities. You can estimate how much each of your activities might cost you – these do not have to be exact costs. Estimated costs can be done by calling a few people or organizations who offer the activity or resource you are looking for and getting a quote from them.

## **When can/should the activity be up and running (Timelines)?**

Set a timeline for each activity considering specific dates for those activities that your team hopes to put into place in the short term. Perhaps the team has decided that a series of lunch and learns will take place the first Wednesday of every month for six months – specify a target first date and go from there. Longer term activities can have general time lines such as the month/year and can be more specific as the date draws closer.

## **How will each activity be measured (Evaluation Methods)?**

More information about measuring activities is provided in Step 4 “Find out if the plan is working”. For the purpose of developing the health promotion activity plan, think about how you will know if what you are doing is making a difference. At this point is important to take a closer look at the objectives and consider, are they measurable and reasonable to monitor and evaluate progress of your health promotion activities? How will you and your team know if the objectives listed are being met? How will these objectives be measured? Evaluation Methods could be as easy as taking attendance and asking those who did attend whether they are satisfied with the health promotion activity attended.

## **Who will make sure the activities are in place and evaluated (Person Responsible)?**

It is vital to consider who will take ownership and responsibility for completion of a particular activity. It tends to work better if the same person is not responsible for all activities as it can be time consuming. The work load is much easier to manage (on top of job responsibilities) if more than one person helps. This makes it easier for follow-up and ensures accountability.

The health promotion activity planner on the next page provides an example of how a plan can be put together. (See Appendix J for a health promotion activity planner template)

# HEALTH PROMOTION ACTIVITY PLANNER<sup>7</sup>

GOAL: To improve team building opportunities for staff.

Objectives	Target Audience	Activities	Timeline	Evaluation Method	Resources Needed	Person Responsible
To increase awareness of the importance of packing a safe lunch for work	Co-workers who bring their lunch	Guest speaker	September 2007	Number of co-workers who attend session Satisfaction survey	Who: Grocery Store dietician What: Sample lunch bag with ice pack, etc Cost: Staff time, No fee	Jeanie
To provide tips on how to stretch while at work	Co-workers	Create a tip list Have physiotherapist demonstrate stretching techniques	November 2007	Number of co-workers who attend session Co-workers taking a stretch break	Who: Physiotherapist What: Support and promotional materials Cost: Staff time, fee (to determine)	John
To increase understanding of co-workers personalities	Co-workers, including supervisors and managers	Myers-Briggs Typing Personality session	January 2008	Number of co-workers who attend Improvement in department communication Follow-up session	Who: contact Learning & Development for ideas What: Facilitator, may need to fund-raise Cost: To be determined	Amanda & Colleen

SAMPLE

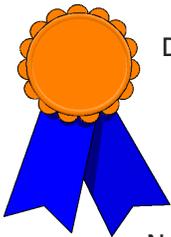
## HEALTH PROMOTION IDEAS

The following are actual health promotion activities that were done by Capital Health teams. For more health promotion ideas visit the Healthy Workplace intranet website at <http://cdhaintra/departmentservices/healthyworkplace/grants/index.html>

### 1. Team Player Award – Brian Martell, Manager Special Imaging, HI Site

#### Overview

Our department received a Healthy WorkPlace Grant in 2005, which enabled us to offer a monthly “Team Player Award”. The main objective of having the award was to promote teamwork and respect amongst staff. A scoresheet reflecting Capital Health’s Values as the main criteria for making our selection was developed.



DIAGNOSTIC IMAGING TEAM PLAYER AWARD

Gal Nominated

Nominee and winner of the award for July, 2005

*Let’s all share in the reason for her nomination:*

“extremely hardworking – and very energetic ”  
“great team player – always willing to help in any way possible”  
“always in a good mood & maintains a positive attitude,  
extremely easy to work with”  
“positive, helpful, happy disposition – always upbeat and kind  
– never negative”

Diagnostic  
nominates staff  
for Team Player  
Award

Each month, Diagnostic Imaging staff nominated a co-worker they felt went above and beyond their duties. The nominations were reviewed by a committee of 3 and the recipient receives a \$50.00 gift certificate (health-related) to a place of their choice such as Because You Care Gift Shop, Aquina Day Spa, and Colors.

### 2. FISH – Extra Care Recognition Award – Neil Cook, Site Manager Housekeeping Services, VMB

#### Overview

The goal of the project is to identify and reward those staff that go “above and beyond” in their job as Housekeeper. The department has received feedback from the general staff on what recognition items they would like to receive. Staff were asked what rewards they would like to see. The response from the staff was clear; they would include various forms of gift certificates (such as movie tickets, bus passes, gas certificates, restaurant certificates, Tim Horton or cafeteria vouchers) and recognition through staff meetings.

### 3. All For Fun and Fun For All – VMB Wellness Committee

#### Overview

The aim of our project is to increase morale as well as a sense of self worth for the amazing job that Veterans’ Services staff do each and every day of the year. Monthly events/activities are centered on a specific theme and whenever possible, events/activities related to these themes take place directly on units/work areas. Activities included: Valentine Cards for staff; Make A Wish – Win Some Gold: All staff given a “coin” to write their name on and then put it in the “wishing well” for a chance to win \$25 in “gold” loonies; Draws for two spring-related theme baskets; Surprises Are Fun: Each work area/unit will be given a fun box (wrapped) that will have fun and goofy items inside (i.e. silly putty, bubbles for blowing, water pistols, candy); November Noel - Pre-Christmas Christmas party so staff aren’t overloaded in December.

## 4. East Coast Forensics (2006) Wellness Group – Amanda Crabtree, Project Manager, ECFH

### Overview

The Wellness Committee at the East Coast Forensic Hospital has been in existence since 2002. The committee undertakes a number of activities aimed at improving health and wellness for staff. Many of the activities can be loosely placed in one of 3 main categories – Social, Educational, and Fundraising. The committee attempts to have a number of fundraising activities so that it can offset the cost of offering other events throughout the year. Below are just some examples of the types of activities the committee has undertaken.

### Social

- BBQs
- Ice Cream Social
- Hula Hoop Contest
- Spring Fling
- Bean Bag Toss,
- Concert
- Strawberry Social
- Halloween Dress-up
- Tree Lighting
- Gift Swap
- Fish Pond
- Pie Baking Contest
- Many Christmas Events
- Hot Chocolate
- Luncheon



### Educational

- Workshops (speakers brought in to discuss a wide variety of topics. Lunch provided for those in attendance. Topics have included – how to have fun and still take your work seriously, financial health, True Colours, stress management, giving and receiving feedback, grammar for everyday use, healthy eating etc)
- Health Fair (representatives come in to talk about massage, healthy eating, Reiki, etc.)

### Fundraising

- BBQ
- Themed Basket Draws
- Silent Auction
- Pancake Breakfasts
- Bingo
- Cake Walk

### Other

- Beautify Your Workplace (staff spent the day working on the grounds of the hospital to make it both more relaxing and visually appealing. Staff planted plants, built a gazebo from the ground up, assembled outdoor seating etc.)
- Fitness Classes at Lunch Hour
- Walking Group

# 5. Hants in Motion - Capital Health Update March 23, 2007

## Overview

On any given day at Hants Community Hospital (HCH), physicians and staff might walk with the staff walking club, swim at the local pool, go skating or bowling with colleagues or use the onsite fitness room. This enthusiasm for active living is thanks in large part to Hants in Motion.

What started out as a small group of colleagues talking about ways to become more physically active quickly grew to a hospital-wide program. "The goal of Hants in Motion is to let staff and physicians know about opportunities to be physically active" explains Kemberley Harvey.

Each month, the organizing committee distributes a newsletter to all staff members, informing them about physical activities on site and in the community. The group also posts healthy living information on a bulletin board near the staff entrance, including an activity calendar, a sign-up list to help people connect with walking partners, and a healthy recipe exchange.

Since the start of Hants in Motion in January, staff have launched swimming and biking clubs and lunchtime group fitness sessions. Participants aim to be physically active three times a week and track their progress on an activity calendar, which they can submit for a chance to win a prize. But the real reward of Hants in Motion is a community of colleagues committed to better health.

**Hants in Motion**  
Active Living Opportunities  
June 2007

**Watch for details on the next Activity Challenge!**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

**June 2007 Activity Group Newsletter**  
Hants in Motion

**OUTDOORS**  
During summer, we spend a lot of time outdoors. In the process, you will find you're carrying away more than the good weather. Bugs are everywhere!

**BUGS**  
WELCOME TO BUG SEASON! Protect yourself and your family from bug bites!

**OUTDOOR RECREATIONAL ACTIVITIES**  
Soccer Fields, Walking Trails, Tennis Courts, etc.

**Calendar Details:**  
 - Monday: Fitness Tapes (free) in the Fitness Room  
 - Tuesday: \*Windsor Bowling Center  
 - Wednesday: \*Windsor Bowling Center  
 - Thursday: \*Windsor Bowling Center  
 - Friday: \*Windsor Bowling Center  
 - Saturday: \*Windsor Bowling Center

**June 2007 Newsletter Content:**  
 - **OUTDOORS:** During summer, we spend a lot of time outdoors. In the process, you will find you're carrying away more than the good weather. Bugs are everywhere!  
 - **BUGS:** WELCOME TO BUG SEASON! Protect yourself and your family from bug bites!  
 - **OUTDOOR RECREATIONAL ACTIVITIES:** Soccer Fields, Walking Trails, Tennis Courts, etc.  
 - **Calendar:** A monthly calendar showing various activities and events.  
 - **Reminders:** Various notices about upcoming events and programs.  
 - **Healthy Living:** Tips and information on staying active and healthy.

*Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed it's the only thing that ever has. ~ Margaret Mead*



*Hants  
Community  
Hospital received a  
grant to turn a little-used  
outdoor space into an  
inviting place for  
relaxation.*

Once upon a time in the Land of Hants  
There was a hospital, small at first glance  
Caring for patients and long-term care too,  
Their small team of staff had a big job to do.

After working hard at multiple tasks,  
Looking after themselves always came last  
Through staff fundraising, healthy workplace grants  
They gave their tired minds and bodies a chance . . .

To feel refreshed and healthy were their goals  
To make this happen, they expanded their roles  
Curling, karaoke, anonymous treats too  
A fitness room, pilates, Tai Chi and barbecue.

Balancing carefully on stability balls,  
Doing yoga, having a picnic - they did it all!  
The future holds a new patio for staff  
Art for stairwells and treats as in the past.

Their ideas are waning, their minds getting weak  
So brainstorming from others they do seek.  
They'd love to have help, so give them a hand,  
Write down your thoughts and send them your plan!

*Hants . . . . A few people can bring a community together*

**Other Health Promotion Ideas include:**

**The Wellness Council of America provides 101 wellness ideas:**

[http://www.welcoa.org/freeresources/pdf/101\\_wellness\\_ideas.pdf](http://www.welcoa.org/freeresources/pdf/101_wellness_ideas.pdf)

**Tompkins County, New York provides ideas for workplace health promotion activities and programs.**

<http://www.tompkins-co.org/wellness/worksite/workwell/ideas.html>

See APPENDIX K for examples of health promotion resources.

Disclaimer: Website references are provided solely as a convenience and do not constitute an endorsement by Capital Health. Capital Health does not control the referenced websites and subsequent links and are not responsible for the accuracy, legality, or content of those websites. Referenced website content may change without notice.