**Progression Report**

**for**

November 2009 - November 2010

Provided by:

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**Executive Overview**

The following progression report details the initiatives summary and participation rates during the months of November 2009 – November 2010.

The on-site program is designed to address the employees at three different levels – individual, group, and general awareness. Specific details of the wellness program can be seen in the Wellness Program Summary (Appendix A).

**Program Highlights**

Health Coaching (one-on-one wellness consultations)

* Since November 2009, a total of 12 people have participated in the wellness consultations.
* Currently, 50% of the population is participating.
	+ - Typically when a program is designed, a penetration rate of about 30-40% is what is expected. With the rates at 50%, one year into the program, this surpasses the expectations for participation.

* For the last 7 months, there has been s a 97% booking rate, 88% attendance rate, leaving a 12% cancellation rate with the consultations.
	+ - Since May, there have been 64 attended out of 73 booked [out of a possible 78].

**Total number of consultations attended each month.**

**Personal Wellness Profile (PWP)**

* The Personal Wellness Profile campaign ran in 2009 and again in October 2010.
* In total, 10 employees participated in the 2010 campaign.
* Individual reports were available for the participants and corporate summary reports were submitted to management.
* The wellness committee and Employee Wellness Solutions Network designed the wellness program in accordance with the PWP findings and committee feedback.
* A comparative summary of the 2009 and 2010 findings is seen below. The page references can be followed in the PWP binder that was presented to management.

**PWP Summary**

Reducing the number of people with heath risks can significantly decrease health problems and costs. The following are a few highlights from the various responses on lifestyle.

* Poor lifestyle habits can lead to excess body weight, which in turn, is dangerous. Staff with a poor weight score (BMI >25, high waist girth or % body fat) was reported to be 40% (pg2)
	+ 2009 reported 40%
* Nutrition showed to be a topic of concern whereby 86% reported not eating enough fruits and vegetables (less than 5 per day). (pg2)
	+ 2009 reported 90%
* There was a relationship seen between low energy and poor sleep habits. Specifically, 20% sleep less than 7 hours per night. (pg4)
	+ 2009 reported 30%
* Approximately 0% of the staff reported missing 5 or more days of work last year. (pg4)
	+ 2009 reported 10%

**Summary of top health risks and % change for 2009 and 2010**

*\*\*\*\* if no value is present it means it was not present in the top 5 that year.*

|  |  |  |  |
| --- | --- | --- | --- |
| Health Risk | 2009 | 2010 | Change [%] |
| The need for Cancer Risk Reduction | 80% | 70% | 12.5% |
| The need for Improving Fitness | 70% | 70% | 0% |
| The need for Weight Management | 40% | 40% | 0% |
| The need for Coronary Risk Reduction | Didn’t present in top 5 | 30% |  |
| The need for Better Nutrition | 70% | 30% | 57% |
| The need for Stress Reduction | 20% | Didn’t present in top 5 |  |

After looking at the 2009 health risk summary, the wellness committee and EWSNetwork designed the wellness program accordingly. Various wellness initiatives were delivered to address those risks. More detail is shown in the Wellness Program Summary, but some programs delivered included the Extreme Lifestyle Makeover, Nutrition for Life, Lunch n’ Learn on blood pressure and heart health, blood pressure kiosk to encourage BP readings for the month, pedometer challenge, healthy recipe circulation among other awareness programs. With the implementation of these programs, there was health risk reduction seen in 2010. Particularly, positive changes were seen with cancer risk reduction and better nutrition.

***It can be inferred that focusing efforts on nutrition for the year 2010 made an impact in overall healthy nutritional behaviours.***

For 2011, it is suggested that efforts in program design focus around the following health actions.

1. Improving Fitness (70% would benefit from fitness-related initiatives)
2. Weight Management (40% would benefit from weight management initiatives)
3. Protecting Your Heart (30% would benefit from healthy heart initiatives)
4. Better Nutrition (30% would benefit from nutrition-related initiatives)
5. Senior living, stress, and back strength (20% would benefit from all of these initiatives)

***2011 Wellness Initiative Discussion***

The Personal Wellness Profile is an assessment tool used to determine the areas of focus for wellness program initiatives. It also provides management with an idea of the costs and savings associated with employees with health risks.

The next PWP period is October 2011. A report outlining an Executive Summary, Group Summary, and Economics/Benefits will be presented to management.

With the 2009/2010 program focusing on the targeted health risks (particularly nutrition), the 2011 program will focus on the 2010 set of health risks mentioned above.

The wellness committee will meet in the New Year to discuss the offerings. In 2011, there will be more wellness initiatives focusing on exercise and improving fitness levels. As well healthy lifestyle habits/behaviours will continue to be addressed by expanding the wellness program to include visits from area strategic wellness affiliates. Some may include the Cancer Society, Diabetes, Heart and Stroke, Naturopath, Yoga or Pilates to name a few. Awareness programs like the healthy recipe circulation, newsletters, and health education kiosks will be included. As well, team building programs involving incenting healthy behaviours will also be a part of the program as early as January 2011.

It is important to note that all time associated with implementing the group programs and workshops, have to be adjusted from the on-site wellness consultation time/hours.

**Appendix A – Wellness Program Summary November 2009 – November 2010**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Duration/****Date** | **Initiative** | **Participation** | **Notes** |
| **October** | 15th | Program Launch | 14 | EE Program launch at Silver City - Information session to inform all staff of the EE program. |
| 21st | One-on-One Consultations Begin | 6 |  |
| **November** | Every other week | One-on-One Consultations | 12 | 12 employees - 1 visit |
| 4th | Wellness Committee Meeting |  |  |
| 11th | Wellness Wednesdays |  | E-mail awareness campaign. Recipes for employees and their families. |
| 23rd | How to Eat for Optimal Energy | 11 | Lunch n' Learn presented to staff by Meaghan Jansen. |
| 23rd | Interest Survey |  | Survey distributed to staff regarding interest in health topics. |
| 23rd | Lunch Munch Mondays begin |  | Wellness committee initiative. Healthy lunches prepared by committee. |
| **December** | Every other week | One-on-One Consultations | 12 | 12 employees - 1 visit |
| 1-16th | 12 Days of Christmas |  | Each day for a 12 day period an educational article, recipe or tip sheet will be e-mailed to all staff to encourage healthy lifestyle behaviors during the holiday season. |
| 2nd | Wellness Committee Meeting |  |  |
| **January** | Every other week | One-on-One Consultations | 12 | 12 employees - 1 visit |
| 6th | Wellness Wednesday recipe circulation |  | E-mail awareness campaign. Recipes for employees and their families. Campaign ran for 8 weeks. |
| 20th | Extreme Lifestyle Make-Over (ELM) Launch | 12 | On-site lifestyle makeover program over a period of 5 weeks, providing information on a new health topic each week. |
| **February** | Every other week | One-on-One Consultations | 10 | 10 employees - 1 visit |
|  | ELM Continued | 10 |  |
| weekly | Wellness Wednesday Recipe Circulation cont'd |  | E-mail awareness campaign. Recipes for employees and their families. |
| **March** | Every other week | One-on-One Consultations | 12 | 6 employees - 2 visits |
| 1st | Wellness Committee Meeting |  |  |
| 10th | ELM Carbohydrate Talk | 9 | Angie Brown presents talk on Carbohydrates. |
| 17th | ELM Protein Power Talk | 8 | Angie Brown presents talk on Proteins and building strength. |
| 24th | ELM Fats Talk | 6 | Angie Brown presents talk on fats including DVD showing. |
| 31st | ELM Wrap-Up/DVD | 7 | Participant certificates handed out, measurements taken. |
| Every other week | Wellness Wednesday Recipe Circulation cont'd |  | E-mail awareness campaign. Recipes for employees and their families. |
| **April** | Every other week | One-on-One Consultations | 11 | 11 employees - 1 visit |
| Every other week | Wellness Wednesday Recipe circulation |  | E-mail awareness campaign. Recipes for employees and their families. |
| 12th-30th | Blood Pressure Kiosk |  | Educational kiosk displayed in high-traffic area. Incentive awareness program to encourage BP readings. |
| 14th | Regional Meeting 12-1pm |  | Laura Bonter from head office attended. Re-cap of upcoming wellness initiatives, introducing BP kiosk and also doing an interactive Heart Health activity. New consultant, Mary Pearson, was introduced to staff. |
| **May** | Every other week | One-on-one consultations | 10 | 10 employees - 1 visit |
| 5th | Antioxidant Walk-Around - Dark Chocolate |  | Consultant walks around with dark-chocolate treats and educational handout to create antioxidant awareness. |
| **June** | Every other week | One-on-one consultations | 12 | 6 employees - 1 visit, 3 employees - 2 visits |
| 2-30th | Walking Works Pedometer Challenge (with routes e-mail campaign) |  | A team challenge encouraging participants to monitor and record steps using a pedometer, ultimately equaling the number of steps taken. Incentive-based program. |
| 25th | Wellness Committee Meeting |  |  |
| **July** | Every other week | One-on-one consultations | 8 | 6 employees - 1 visit, 1 employee - 2 visits |
| 7th-Aug. 25th | Wellness Wednesday Summer Recipes |  | E-mail awareness campaign. Recipes for employees and their families. |
| **August** | Weekly | One-on-one consultations | 9 | 7 employees - 1 visit, 1 employee - 2 visits |
| **September** | Weekly | One-on-one consultations | 7 | 5 employees - 1 visit, 1 employee - 2 visits |
| 22nd | Wellness Committee Meeting |  |  |
| 22nd-Dec. 8th | Nutrition for Life | 8,5,5,5,3 | An information-based, interactive series of nutrition sessions. Topics presented such as food label/claims, metabolism, vitamins/minerals, digestive health, chronic disease, top 10 powerful foods etc. |
| 20th-Oct.8th | Personal Wellness Profile Campaign | 10 | An awareness campaign to establish baseline health risk profiles for employees. Group trend reports and corporate analyses are presented to management. |
| **October** | Every other week | One-on-one consultations | 11 | 7 employees - 1 visit, 2 employees - 2 visits |
|  | Healthy Workplace Month Recognition - Apples and e-campaign |  | In recognition of Healthy Workplace month, employees were provided with complimentary apples and received weekly awareness emails on topics in wellness. |
| **November** | Every other week | One-on-one consultations | 11 | 7 employees - 1 visit, 2 employees - 2 visits |

**Appendix B – Employee Wellness Solutions Network Toolbox**

**Individual Programming**

* The individual programming conducted by Employee Wellness Solutions Network is the foundation for a successful wellness program. Our unique system provides accountability, follow up and evaluation to positively impact healthy lifestyle habits. Through this custom approach to engaging the employees, behaviours are modified which also affects family health.
* Be it meal planning ideas, recipes, exercise prescription, diabetes information, cholesterol and blood pressure information, quitting smoking, weight loss, stress management, allergies, back health and any other wellness-related topic, our wellness consultants discuss overall lifestyle behaviours with the employees and provide on-going support to gradually see improvements in personal health.
* Confidentiality is of utmost importance for EWSNetwork. Along with our corporate privacy policy, employees are very comfortable in establishing a working relationship with our certified wellness consultants as anything discussed in the consultation is kept confidential and private. EWSNetwork prides itself with this assurance.

 **EWSNetwork On-site Wellness Consulting**

Wellness consulting is unique to Employee Wellness Solutions Network.  Participants are encouraged to meet with one of the on-site wellness coaches/consultants to discuss improving or modifying lifestyle behaviors in a closed-door environment. The sessions are 30 minutes in length and are, of course, voluntary.

Topics relating to the individual and improving his/her health is the main focus in these sessions. Topics may range from nutrition, exercise, prevention, disease, stress management, sleep improvement and much more. By working with our wellness consultants, and establishing a trusting relationship, it has been shown that healthy lifestyle behaviours are the result.

“Helping one individual leads to change in his/her family and workplace!”

**EWSNetwork Virtual or Phone Consultations**

For organizations with off-site employees or satellite offices, our wellness consultants can perform individual wellness consultations virtually or over the phone. The same quality of service is evident with these types of consultations. Accountability, follow up and evaluation are paramount with this delivery of service.

**EWSNetwork Personal Wellness Profile [PWP] (Health Risk Assessment)**

The EWSNetwork Personal Wellness Profile is a voluntary, confidential, on-line health assessment tool that measures health risk. Individuals are encouraged to complete this assessment on an annual basis. Wellness scores are determined from the risks and comparative results are presented year to year.

The PWP provides individuals with heightened awareness concerning personal health. From the results of the personal profiles, participants receive a personalized report outlining the main health risks with recommendations for improvement. It is recommended that participants bring their reports to the wellness consultant for review and guidance.

**Group Programming**

* The group programs conducted by Employee Wellness Solutions Network include all lunch n’ learns, workshops, and exercise classes on-site or around the premises. Including this component within a wellness program adds tremendous value. Any group program that leaves the participants with valuable information, contributes to a change in workplace culture. This component has been shown to boost organizational morale and energy.
* Facilitators for the group programs may include the wellness consultants, members of the management team, or our extensive strategic affiliates in the cities we service.

**EWSNetwork Group Exercise Classes**

The EWSNetwork group exercise classes provide participants the opportunity to engage in energy-boosting activity during the workday. Some classes require more space than others, while others are held outside or in boardrooms. Some classes may include: yoga, pilates, kickboxing, tai chi, Get Fit Alliance, Learn to Run, Walk/Run groups to name a few.

 Encouraging activity throughout the day is an important component to improving productivity and energy.

 **EWSNetwork On-Site Lunch n’ Learns**

The EWSNetwork lunch n’ learn programs take into account the needs and interests of each organization. EWSNetwork and its strategic network of wellness professionals educate employee groups and organizations on various topics of personal health, worksite dynamics, familial health, financial health, ergonomics, and other wellness topics conducive to the population.

Topics are chosen relating to PWP results, wellness committee feedback, and employee interest. These group sessions encourage a healthy workplace culture, boost morale, may improve overall productivity, and provide a forum for discussion and idea sharing.

**EWSNetwork On-Site Workshops** (4, 6 or 8 weeks)

The EWSNetwork Workshops are unique. They are facilitated over a number of weeks. Each week, a group session is delivered with follow up individual accountability tasks for the next week/session. Some of the workshops include  Work-Life Balance, Extreme Lifestyle Makeover, Easy Nutrition for Life, Healthy Hearts, Waist Watchers, Empowered Living Program, or Healthy Weights to name a few.

 Consecutive group sessions allow for continuity of participants, sharing of ideas, supportive environments, overall morale boosting and culture shifting in the organization.

**EWSNetwork Virtual Lunch n’ Learns and Workshops**

For an organization with employees off-site or in satellite offices, conducting virtual Lunch n’ Learns, wellness sessions, or workshops has proven to be very effective. Interactive webinars, conference video, or conference calls are all options to engage participants who can’t attend these sessions in person.

**EWSNetwork “Step into the Season” Campaign**

The EWSNetwork “Step into the Season” campaigns are walking promotions. Step into Spring, Step into Summer or Step into September offer customized walking routes, pedometer challenges, email campaigns, and accountability tools that help organizations get moving. Group walking groups may also be facilitated during these campaigns.

**EWSNetwork Staff/Wellness Days**

The EWSNetwork staff/wellness day is designed with the needs and interests of the organization in mind. It usually involves speaking with a planning committee to determine what events will be most impactful. A Staff/Wellness Day may incorporate team building, problem solving, empowering relationships, personality learning, human behavior understanding, positive interaction in the workplace, or just FUN! An example of one of the Staff/Wellness Day options is related to the DISC Model presentation.

From the management level to the front line staff, understanding human behaviour and relationships is absolutely imperative for an organization to be successful. The DISC model allows staff to learn how to interact more effectively. This not only is true in the workplace, but understanding clients more effectively is also an objective following this training. *“If I understand you and you understand me, doesn’t it make sense that we can have a better relationship?” Dr. Rohm, Personality Insights*

Some physical and team building programs may include the EWSNetwork Amazing Pace or the EWSNetwork Amazing Hunt lending interaction and fun among staff. The Amazing Pace…and Hunt combines a 5-station team building race that includes physical, emotional and nutritional awareness and a unique Scavenger Hunt. Following the DISC workshop, teams better communicate, strategize, and work together in achieving common goal in the race.

**EWSNetwork Facility Design & Management**

EWSNetwork works with the organization in designing a facility that is conducive to the population. Facility operations and programs within the confines of the workplace are also managed by EWSNetwork. Gym equipment orientations may also be facilitated to ensure safety and personalized programming.

 An on-site exercise facility has shown to support retention and attraction of staff. It also boosts morale, the corporate culture, and overall productivity.

**Awareness Programming**

* The awareness programs conducted by Employee Wellness Solutions Network are critical for a successful wellness program. Touching on the learning styles of individuals, this component to the program lends information in different ways – virtually, kiosk, health fair, bulletin boards, posters, health questionnaires, wellness challenges, awareness campaigns, and newsletters.
* Exposing someone to information pertaining to wellness in one of the above ways might be the first step in assessing one’s health which ultimately leads to further engagement within the wellness program. With the ongoing information, literature and emails supporting health promotion, familial health is also of benefit.

**EWSNetwork Corporate Wellness Profile**

The EWSNetwork Corporate Wellness Profile is presented to management following analysis of the health data from the individuals who complete the Personal Wellness Profile. *The Personal Wellness Profile [PWP] is a confidential, on-line health assessment tool that measures health risk.* From the results of the participants’ profiles, baseline health risks are set and group and aggregate trends are presented. Executive summaries, corporate reports, and economic reports are prepared and submitted to management on an annual basis.

Wellness program design is customized to address the needs and interests of the organization as per the profile results.

**EWSNetwork Awareness Campaigns**

The EWSNetwork Awareness Campaigns promote healthy living in various ways. Some campaigns may include the Personal Wellness Profile, Wellness BINGOs, Cut the Junk baskets, Intranet-based programs, Wellness Warrior, Wellness Wednesday, Pedometer Challenges and Health Fairs as well as many other customized campaigns. Some are incentive-based and others are information-based.

 Awareness campaigns share healthy lifestyle messages, themes, and promotion. Overall learning is enhanced with the innovative and creative ways information is delivered.

**EWSNetwork Awareness Kiosks**

The EWSNetwork Awareness Kiosks are displayed in high-traffic areas at the workplace. The information is presented on a tri-fold and handouts are left to be taken. Some wellness kiosks may include Blood Pressure, Diabetes, Personal Wellness, Sun Safety, Beat the Bug, Smoking Cessation to name a few. Participants are encouraged to take some if the information left at the kiosk home to their families.

 Whether it’s reading, gathering some relevant information, or sharing the information with loved ones, participants gather a better sense of overall health and lifestyle.

**EWSNetwork Awareness and Point-of-Decision Posters**

The EWSNetwork Awareness posters are large in size displaying information on a particular topic. These posters range from smoking cessation, to diabetes, to mental health and may correlate with a month’s theme. They share a wealth of information to the reader. Point-of-Decision posters are smaller in size and are often seen in high-traffic areas with an underlying message. Some may include, “Have you taken the stairs lately?” posted in the elevators or “Have you had your 8 glasses of water today?” posted by the water coolers.

 Readers gather overall awareness. The underlying messages encourage thinking about positive lifestyle decisions, improvements, or changes.

**EWSNetwork Email/Intranet Campaigns**

The EWSNetwork Email/Intranet Campaigns run over consecutive days or weeks. Emails are circulated (or posted on the intranet) displaying common themes. Some may include 12 Days to Christmas, Step into Summer, Age Defying and Disease Defense, and Beat the Bug to name a few.

 **EWSNetwork Newsletter**

The EWSNetwork newsletter is a monthly publication. It offers various articles suitable to the season or current global health topics. Monthly wellness challenges, “Ask the Doctor” and periodic additional bonus articles are also included with this free service. Personal health and familial health may also be affected.

**EWSNetwork Online Resource Centre**

The EWSNetwork Online Resource Centre is free and is open to the public from the main website [www.EWSNetwork.com]. It gives an assortment of various wellness industry articles, archived EWSNetwork newsletters and webinars and also shares a library of wellness information through an additional resource portal.

 The Resource Centre is free, allows 24 hours a day access, and is easy to navigate. Not only are employees using this extensive library, families are too.