



Glossary of Terms and Responsibilities

Consultations	Private, booked health coaching sessions with the wellness consultant to discuss individual wellness needs.	Recorded in Consultation Data
Corporate Program Director (CPD)	Interacts with Senior Management to determine objectives of the wellness program. Designs the program, provides direction, coaching and support for the wellness consultant, and meets with the wellness committee for input and feedback on a periodic basis. Provides regular reporting to the Management team.	
Lunch and Learn	Employees attend a workshop, provided by EWSNetwork, which they enjoy during their lunch time. Promotion and sign ups occur.	Recorded by name.
On-Site Wellness Consultant	Executes on-site initiatives as directed by the CPD. Provides private and confidential health coaching for employees, making a focused effort to build rapport with all employees. Outreach initiatives may also include lunch n' learn delivery, health fair presence, and walkarounds. Provides feedback to the CPD as to possible next best steps and on-going needs. Keeps accurate and up to date records on the EWSNetwork portal on engagement of participants.	
Spot Consultations	Wellness conversations and health coaching that happen spontaneously at the worksite. Typically 5 mins or so in duration. These can also be quick check-ins with individuals who have specific goals and need additional support between their scheduled consultations.	Recorded by name in the portal under Spot Consultations
Walkaround	Time spent by the consultant walking around the worksite distributing either scheduled materials or spontaneously going to employees as time opens up in their schedule.	Recorded by number of attendees only.



<p>Wellness Committee</p>	<p>A representative group of employees that want to see the wellness program succeed. They provide feedback on past initiatives, effectiveness of the wellness consultant and the wellness program in general. The individuals may be asked to assist with posting posters, distributing newsletters etc. They also provide input on future initiatives and help with logistics for best implementation of the program. Meetings are held on a quarterly basis [or otherwise discussed].</p>	<ul style="list-style-type: none"> • Agenda may be provided by CPD • Meeting may be chaired by CPD • Meetings held quarterly [or otherwise discussed]
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