Wellness Ambassador Toolkit

Ambassadors are all about changing the workplace culture, providing peer support, and serving as role models. There are the eyes and ears of health in the workplace.

Three Functions of a Wellness Ambassador:

- **Champion and Cheerleader.** Champions provide energy and enthusiasm, getting peers engaged in healthy behaviors at work. They’re the people who say—“let’s take the stairs” or encourage walking meetings.

- **Education and Communication Support.** Ambassadors educate about the benefits of health in the workplace. They can forward newsletters, emails, post flyers, and use word of mouth to circulate information.

- **Local Implementer.** Ambassadors are right at the place a person works! Ambassadors can organize walking groups, model stretch breaks, manage wellness challenges, arrange for speakers and advocate for healthy foods in the workplace.

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Recruiting at Your Workplace

Sample Supervisory Announcement for Department Wide Distribution:

To: All (Insert Department)

Fr: (Insert Name), (title - Director, Dean, Chair, Health and Safety Committee)

I am pleased to announce that (Department) is participating in the UC (campus) Wellness Ambassador Program to promote wellness in our department.

The Wellness Ambassador Program communicates about upcoming wellness programs, delivers specific programs within the department, and offers tools and resources to create a healthy workplace, all coordinated by our own Wellness Ambassador, (name).

While the decision to make healthy lifestyle changes is your choice and not a job requirement, I hope that by creating an environment where these healthy choices are supported by the work culture makes it easier and supports your success. Please contact (name) to get on the Wellness Ambassador contact list for our department.

I look forward to our engaging in wellness together!
How to Create A Bulletin Board...

Set-up:

Use existing bulletin boards or mount a new one by the copy machine or other frequented location.

Establish Board Content Areas:

- Header (for example, Employee Wellness Info, name your own group and use that as the header)
- Categories:
  - App, Article, link and website of the Month (included in your monthly communication from WW)
  - Upcoming Events (campus as well as DIY events)
  - Rotating Signs (see below)
  - Calendar of exercise (list any lunchtime or breaktime activities and the team lead)
  - Recipes (anyone can add their favorites)
- Contact Information

Online Signage Resources:

- Choose Health, Drink Water
- Cover Your Cough
- Don’t Just Sit There
- Fight the Flu
- Stay Healthy! Wash you Hands!
- Office Exercises
- Stress Relief Activities
- UC Davis Stairlist
20 Do It Yourself (DIY) Wellness Ideas

1. Reserve a "Wellness Message" in staff meetings to pass along information on health topics and upcoming wellness events and programs.
2. Have spontaneous wall-sit competitions when the energy in the office gets low.
3. Organize healthy potluck lunches.
4. Create a healthy salad/oatmeal bar with each co-worker bringing a salad/oatmeal topping.
5. Initiate a lunch-sharing program (eg. one person makes a large salad or healthy meal one day a week to share).
6. Encourage healthy foods and beverages for celebrations or meetings (Healthy Meeting and Event Guide).
7. Conduct a healthy recipe contest, swaps or pintrest board.
8. Design and measure indoor and outdoor walking routes in your area.
9. Make sure tasty drinking water is available to your co-workers. Challenge people to substitute water with a lemon slice for an unhealthy drink (use the printable, Choose Health, Drink Water).
10. Conduct walking or standing meetings.
11. Incorporate humor to lighten up the workday and relieve stress by posting the occasional humorous but office appropriate memes, pictures and links.
12. Encourage co-workers to use desk stretch reminders to help them incorporate stretching breaks (use the printable Office Exercises).
13. Forward a weekly topic from the Student health Tip Page for information on a variety of issues.
14. Encourage staff to participate in programs such as the Health Assessments, Behavior Change Programs, Educational Seminars, UC Walks, Maintain Don’t Gain, etc.
15. Organize a virtual Bring your Pet to Work Week (May) with a Pintrest Board showing off your furry loved ones.
16. Communicate and participate in wellness programs and activities - Be an active and enthusiastic participant!
17. Encourage co-workers to set a wellness goal around of the 8 Dimensions of Wellness. Visibly track goal progress if all agree to it.
18. Join Aggies on the Move and record your walking tracks to share with others.
19. Have a "Moves" app competition—use a money jar (pay to play, winner takes all) as incentive.
20. Contact Sandy Batchelor, Wellness Program Coordinator, to communicate any wellness success, activities, and ideas implemented in your area.
Favorite Wellness Videos

- Play an “Instant Recess” 10 minute physical activity break video for one of your 15 minute breaks.
- More Instant Recess? Try Reggae IR, Soccer IR, Hip Hop IR.
- SparkPeople short videos for cooking techniques, recipes and exercise.
- The best free yoga Videos for Beginners: http://greatist.com/move/free-online-yoga-videos
- Stability Ball Exercises
- iWorkout, SitRX, UCLA office exercises using your desk, chair and resistance band.
- The Benefits of Good Posture Ted Ed Video
- The Benefits of A Good Night’s Sleep Ted Ed Video
- The Greatist Wherever Workout, 20 minute total-body session for a small space.
- Chair Workout for Legs, 10 minutes—can be done at your desk.
- Reggae Dance Workout, 20 minutes, for those who like to move and laugh!
- Use the Occupational Health Resistance Band Videos for a personal break. Repeat each exercise until you feel the burn. Pause the video between exercises. UPPER BODY LOWER BODY
- More Resistance Band Videos...
  - https://youtu.be/Ydtk5n_TBhc This is an exercise that strengthens shoulder and core strength to cut down on neck and shoulder strength. She uses a band with handles, but you can use your theraband and simply wrap the ends around your hands.
  - https://youtu.be/I-H3HPA279w This video gives more general arm options. She sits on ball, but you can do it in your desk chair.
  - https://youtu.be/zah-Extt3DE This is a great core workout that can be done in the office.
DIY Resource List

- **Aggie Green Pledge** & **Green Workplace** (Environmental Stewardship and Sustainability)
- Aggies on the Move **Walking Routes**
- Arboretum **Visitor Map**
- **ASAP**
- Campus **Nap Map**
- Fidelity: Free Financial Education Presentations at your site to get the most out our your UC Retirement Savings Programs, contact Jeff Crowley, Senior Retirement Counselor, 619-929-2013, Jeffrey.crowley@fmr.com
- Hatha **Yoga** on campus, Fridays, 12:00-1:00.
- Health System **Walk Around Work Map**
- **Massage** at Student Health is available for staff at a cost.
- Occupational Health offers Cooking Demos and Educational Classes from their dietitian, Allison Tallyn, RD. Contact Allison at 752-6065 or astallyn@ucdavis.edu or Stacy Brezing, sbrezing@ucdavis.edu to schedule.
- **OMBUDS**: The UC Davis Ombuds Office is a confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis campus community.
- SAFE Credit Union: Free Financial Wellness Workshops at your site, contact Karen Shahhosseini at Karen.Shahhosseini@safecu.org to schedule.
- **UC Davis Fire Department**: Schedule CPR and AED training or even secure an AED for your building.
- **UC Davis Meditation Group** Staff and Faculty Group, meets Tuesdays at lunchtime.
- **Wake Up at UC Davis** Evening and afternoon meditation group for students, staff are welcome.
- Walking Art **Tour**, City of Davis
- Contact Sandy Batchelor at sbatchelor@ucdavis.edu for a list of presenters/activities who can come to your group for a cost. (from our library of Brown Bag presenters).

Healthy Campus Workplace Campaigns:
- **Smoke and Tobacco Free** Information on the policy, resources to quit.
- **Healthy Meeting and Event Guide** A campus tool from Berkeley about making your meetings and events healthier.
Wellness Bag Activity Guide

Contents of Bag

Tennis Balls: Myofascial Release: VIDEO

Playground Ball: How to Play Four Square VIDEO

Resistance Bands

Cones: Fitness Exercises with Cones VIDEO

Jump Ropes: 10-Minute Jump Rope Workout VIDEO

Chalk & Rocks: Chalk Games VIDEO

Coloring Books & Pencils Coloring Isn’t Just For Kids. It can Actually Help Adults Combat Stress.

Sunscreen

Squishy Stress Guys VIDEO

We suggest you send out the video link to your participants in the morning so they can watch it on their break so they’re ready to play by lunchtime!

Feel free to add to your bag—raid the garage for forgotten hula-hoops, skip-its, Chinese jump ropes, balls, and that one-season-used sports equipment. Tap into your participants for supplies and skills as well. You might just have a knitter or dance instructor within your own ranks. Share the joy! We will also add items to your bag through the fall with associated training.

Links to Our Website:

Calendar of Brown Bag Wellness Events

Wellness Ambassador Page with newsletter archives