

HEALTHY DEPARTMENT TOOLKIT



Overview



This Healthy Department document provides tools and resources to encourage work groups (Healthy Department Groups) to support each other by enriching relationships, building collaboration and decreasing stress in the work place.

The information contained within this toolkit provides ideas to enhance health and well-being within your work group. Feel free to pick and choose the priorities that your group would like to emphasize as you work together on this project. By enhancing well-being within the university community, this program seeks to foster excellence while building a happier and more positive work force.

Toolkit Distribution Period

The 2019 Toolkit distribution period will be August and September 2019. Toolkits will be advertised via the wellness newsletter, The Daily, the [Wellness Facebook page](#) and [website](#). In addition, the Wellness Champions network will assist with dissemination. Implementation of the toolkit ideas, throughout the fall semester, should lead to new healthy behaviors within each Department Group. Grassroots healthy behaviors are encouraged. New wellness efforts that grow out of Healthy Department Groups will be used to build and enhance the Toolkit in the future.

Healthy Department Designation

Groups interested in being recognized as a Healthy Department for 2019 should submit their registration form online or request a link from [Mary Ann Dobbins](mailto:MaryAnnDobbins@case.edu) at mx490@case.edu.

This registration form includes:

- Captain name and contact information
- Team Name
- Building Location
- Campus Mailstop location
- Supervisor sign off

A final recognition form should be submitted to the Wellness team by Nov. 30, 2019. The form will include:

- Team Name
- Toolkit activities implemented within the group (i.e. group walks on the Nord Family Greenway, encouraging attendance at onsite wellness classes, healthy potlucks)

Those groups who implement at least one project within each of the six suggested areas will be granted Healthy Department 2019 status. All Healthy Departments identified will be given art to include in their email signature and Healthy Department 2019 window clings to proudly display. Teams will also be offered prize options which will include: a healthy lunch, chair massages or One to One Fitness Center exercise pass.

In addition, Healthy Departments will be given the opportunity to share their stories. In a brief essay, Departments may share novel ideas they used to foster health in the workplace, challenges, how the challenges were overcome, and tips and tools they found useful.

Healthy Department Toolkit

Goals:

1. To offer all departments smart, easy tools to enrich relationships, build harmony and create a “well” workplace for faculty and staff
2. To serve as a template for those departments seeking identification as a Healthy Department Group

Topics:

- Engaged Work Community
- Healthy Eating at Work
- Positive Communication with Team and Manager
- Fitting in Fitness
- Mental Well-Being
- CWRU Wellness Program Participation

Please note that the topics will expand and change annually. We envision using new ideas from each department to build this program over time.

Engaged Work Community

Work teams who engage with one another as well as their daily tasks are happier and more productive.

1. Plan for energized meetings

- a. Create and share agendas in advance of the meeting and tackle high priority items early.
- b. Establish roles on teams (leader, time keeper, note taker) and alternate when possible.
- c. If the group is small, try a walking or outdoor meeting.
- d. Ask participants to put the smart phones aside for the duration of the meeting.

2. Institute the morning “Hello”

- a. Make sure you welcome one another as well as guests each morning.
- b. For those not in your immediate work area, make a point of swinging by.

3. Celebrate Team wins

- a. Make time at least once a month to note the positive occurrences of the previous weeks/month.

- b. Events can be big like successfully completing an event or small like receiving a compliment for your help on a project.
- c. Create a central space to note the positives like a calendar in a shared work area.

4. Build a Team Gratitude Practice

- a. Building a gratitude practice has been proven to create change, strengthen relationships and positively affect productivity and happiness at work.
- b. Write a physical letter of gratitude to another person on the team.
- c. Send a weekly gratitude calendar invitation, inviting the team to list the three things they are grateful for that day.

5. Find a Quiet Space

- a. If your work area has a conference room, or unoccupied office, consider making it into a Quiet Room.
- b. Put a “Quiet Room” sign on the door with the days and times the room is available. You may also consider adding an “occupied” sign to hang on the door when others are using the space.
- c. Invest in a yoga mat or two, or add a comfortable chair or chaise lounge.
- d. Make sure the room is cleaned regularly.
- e. Consider using the room for meditations like the [CWRU Relax Line](#) or the all new [Take5](#) program.
- f. Establish and post rules for the room like:
 - No eating in the Quiet Room.
 - Listen to music only with headphone.
 - Keep the lights off.

6. Take a class together with your team

- a. [Coursera](#) offers a wide variety of courses on management training and personal development.
- b. [LinkedIn Learning](#) offers business and design courses online that may facilitate productivity and excellence at work.

Healthy Department Toolkit CONTINUED

Healthy Eating at Work

Working well requires good fuel. The food we consume during the workday can account for two-thirds of our daily intake, so it is important to have healthy choices ready.

1. Choose nutritious snacks instead of candy in the break rooms and at the reception desk. Fresh fruit is a good choice. Some other ideas include: single bags of roasted nuts like almonds, pecans and walnuts; baked or veggie chips; dried fruit; or dried edamame.
2. Encourage one another to pack nutritious lunches. Use the [USDA Choose My Plate](#) resource to make balanced choices. If purchasing lunch, look at the Bon Appetit Green Arrows on the CWRU campus to help choose nutritious foods.
3. Once a week/month plan a team pot luck lunch. Encourage the team to share fresh foods, prepared to promote health.
4. Stay well-hydrated.
 - a. Drink water throughout the day from a reusable bottle.
 - b. Whenever possible, offer pitchers of water at meetings.
 - c. Advocate for filtered water dispensers in your work area.
5. If you have meetings during which food is served:
 - a. First, determine if food does indeed need to be served. In some cases, fresh water and healthy beverage choices may be all that is required.
 - b. Try to make fruits and vegetables the main components of your catering order.
 - c. Order smaller portion sizes of items like baked goods (mini muffins, thinly sliced bread, mini bagels).
 - d. Keep in mind potential allergies and dietary needs of the group and make sure to offer something for everyone.
 - e. Avoid large meals during meetings because energy and focus may drop afterwards.



Positive Communication with Team and Manager

Building an excellent work group requires open and clear communication. Discussing department problems, priorities and positive events help managers and non-managers alike. And carving out time for career development discussions can open team members up to new opportunities.

1. Build an expectation for open and friendly communication, which is easier in spaces where:
 - a. Social interactions are encouraged both in and outside the office.
 - b. Doors are open (actually and figuratively).
2. Complete your annual review on time
 - a. Managers should spend time and effort when writing up the annual review.
 - b. The reviewee should be prepared to offer feedback on the goals set for the new year.

Healthy Department Toolkit CONTINUED

3. Ask for a one-on-one meeting with your manager.
 - a. Be open and honest with your manager about how you are doing in your role.
 - b. Share the things that are a challenge for you as well as the parts of your job that you really enjoy.
 - c. Do your homework so you are well versed in campus and community opportunities to build your knowledge base.
 - d. As a manager, be open to giving your employee time to take training opportunities during the work day. Review departmental needs and be creative about coverage so that your employees feel empowered to seek new skills.
4. When possible, use face to face communication. Since non-verbal cues can't be shared through email, it is easy to miscommunicate.
5. Use email etiquette such as using "reply to all" carefully, and avoiding "all caps".
6. Effective teams are not built by accident. It takes time and effort to build a strong work group.
 - a. Look for ways teams can identify commonalities away from the work space. Find out who loves karaoke and who trains dogs on the weekend, etc.
 - b. Cross train, sit in on a colleague's lecture, answer phones at the front desk, lend a hand at a large event, etc. Really learn what a co-worker's day is like.
 - c. Plan events both in and outside of the office where you can put work aside and focus on relationship building.



Fitting in Fitness

Being physically active is important for individual health and it also impacts health within a work group. People who exercise regularly tend to have more energy and better attention at work and handle stress better.

1. Register your group for the all campus *Walktober* walking challenge in October.
2. Add regular stretch breaks to your routine. Consider creating a 10@10 calendar invitation so that all the work group members get up and stretch for 10 minutes at 10 AM.
3. Take breaks by walking the Quad or the Nord Family Greenway. Check out the [walking routes on the Wellness website including the new walks to the HEC.](#)
4. Encourage one another to take advantage of the FREE fitness centers on campus, Veale and Wyant. Or if you prefer a full service gym, [One to One Fitness](#) is a great option.
5. Can't leave your desk? Try some [Desk Yoga](#).
6. If you have stairs in your building, try a stairwell challenge. Put a scorecard on the bottom floor and encourage people to note the number of flights they take each day. If your building does not have "Take the Stairs" signs posted, request some today from the Wellness program.
7. Walk or bike to work as often as possible.

Healthy Department Toolkit CONTINUED



Mental Well-Being

The University's Employee Assistance & Work/Life Program, IMPACT Solutions, offers confidential, professional support, 24 hours a day, 365 days a year to help you and your family members manage a wide range of personal, work and daily living challenges. For immediate assistance call 800-227-6007 or visit Impact on the web at MyImpactSolution.com.

Member login: Impact Solutions. Username: CWRU.

1. Attend the mid-October Mental Health Lunch and Learn, open to faculty staff and students.
2. Access the Relax Line (368-3999) and/or the [Relax Line YouTube videos](#) for one or two relaxation breaks during your day. Or listen to one of the Take5 meditation exercises. <https://tinyurl.com/vyho6gj6>
3. Encourage work-life balance as much as possible throughout the department. For example, flex team lunch breaks so that fellow staff can use the gym to workout midday.

CWRU Wellness Program Participation

Offerings from the [Wellness Program](#), including biometric screening, online classes, Weight Watchers subsidy and more, are available to all benefits-eligible faculty and staff, even those who do not use the CWRU medical plans. So, nearly everyone on your work team can participate.

Consider:

1. Taking an onsite class, like Financial Wellness 201, together with one or two co-workers so that you can encourage one another to make healthy changes.
2. Try one of the [SelfHelpWorks courses](#) over the same time period as your co-workers. You can compare notes and share goals.
3. If you have had success working with one of our [Impact Solutions](#) counselors, share the resource with co-workers who might be in a similar situation. For example, if you are working with an Impact Solutions counselor on an elder care issue and you know a co-worker also has an aging parent, let her know about your experience.
4. If you aren't currently receiving the [Wellness Newsletter](#) each month, contact [Mary Ann](#) at mxd490@case.edu to be placed on the waiting list.
5. Follow [Wellness on Facebook](#).