



# Working better through wellbeing

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## Expo Encourages Winter Wellbeing

Winter can often take a toll on our bodies and our mental health. Shorter days and cooler nights can make it hard to feel motivated to be active, while ills and chills can seem difficult to beat. So to help staff stay on top during the chilly months, Bronze workplace, Wintec, came up with a novel approach this year to inspire their staff to make small changes to boost their immune system, beat the winter blues, and put their wellbeing first.

With a holistic approach to health in mind, Wintec hosted Wellbeing Expos at both their Hamilton City and Rotorkauri campuses. The expos were designed to engage staff and provide them with a range of wellbeing options.

During the event planning phase, Wintec's Safety and Wellbeing team reviewed previous expo feedback. Armed with this information, they then set about brainstorming potential exhibitors and drew on established connections within the local community. The final programme included a wide variety of activities, services and products,



Wintec staff receive their Bronze Accreditation at their recent Wellbeing Expo.

promoted by local providers including St Johns, Southern Cross Health Care, Civil Defence, Massage Centre, Cancer Society and World of Travel. Wintec's very own horticulture team were also on board with advice to staff on winter planting.

Other promotions included OPSM Eyecare, BNZ financial planning, WorkWell, live blood analysis and Sports Waikato who promoted their 12-week fitness challenge. Staff were presented with a wellbeing passport to help encourage them to visit a number of exhibits, and were incentivised with a competition to win travel vouchers or a fruit and vegetable box.

The expo was supported by an existing weekly internal newsletter which shares key wellbeing messages and encourages staff to keep fit and healthy.

As part of Wintec's progression towards Gold accreditation, the team are now incorporating the feedback they received in to their plan for another successful event in March next year. Evaluation is a crucial element of the WorkWell process to ensure the programme is constantly being shaped around staff needs. Well done Wintec!

## Be a Responsible Host and Keep the Christmas Cheer

'Tis almost that time of the year where the season of celebrating begins. Whether you're planning your workplace Christmas party or inviting friends around for New Year cheer, there are many ways to celebrate and relax without involving alcohol. Have a shared lunch, a Friday night BBQ, a family quiz night, or hold an event at the beach or a park. This can help make the focus about the wider workplace whānau enjoying each other's company in an alcohol-free setting.

If you have decided to include alcohol at your event, it's important you know your responsibilities as a host.



This includes setting expectations in advance and modelling good behaviour yourself, planning entertainment or activities to get people up out of their chairs, providing substantial food and appealing non-alcoholic beverages (or mocktails), limiting the amount of alcohol provided, and organising transport so staff get home safely. If alcohol is ever being served it's good to remember that less is always better.

For more great tips check out [alcohol.org.nz](http://alcohol.org.nz) and reduce your stress as the host. Also check out the Alcohol and Other Drugs Priority Wellbeing Area on the WorkWell website.



[www.workwell.health.nz](http://www.workwell.health.nz)

## Top Tips for Drafting an Action and Evaluation Plan

It is well known that a goal without a plan is just a wish. Therefore, when it comes to your WorkWell journey, your action and evaluation plan is your key document which outlines how to address chosen priority wellbeing areas, measure progress, and formalise your workplace wellbeing programme amongst your staff.

Use the following tips to help develop an effective action and evaluation plan that meets the needs of all staff and gives your wellbeing programme the best chance of success!

**Goals:** Outline exactly what your workplace wants to achieve overall in terms of wellbeing.

**Rationale:** Use staff survey results to explain why you chose the selected Priority Wellbeing Areas.

**Objectives:** Use SMART (Specific, Measureable, Achievable, Realistic and Time specific) objectives to outline what you want to achieve by the end of the plan.

**Activities:**

- Outline actions that are going to help you to achieve your objectives
- Remember to consider all staff members when planning actions
- Aim to choose actions that reflect what staff suggested
- Include activities at all levels (organisational, environmental and individual) to make changes that last

**Tasks:** Break down actions into simple tasks by outlining what is required to complete them.

**Communication:** Document exactly how you are going to communicate with staff to ensure everyone gets the chance to be involved.

**Timelines and responsibilities:** Spread out the timings of activities for the plan duration and share out responsibilities amongst working group members and staff.

**Resources:** Document the resources you will need to complete your actions.

**Evaluation:** Consider ways to measure the effectiveness of your activities and evaluate throughout the year, documenting progress in your annual progress report.

## Recently Accredited

- **Gold** - Fulton Hogan - Timaru
- **Silver** - Metlifecare - Somervale
- **Bronze** - CHEP - Auckland



## Current News and Research

### Keep your Family Healthy

Did you know that caring for a whānau member or other dependent is the second leading cause for New Zealanders to be absent from work? It's in your workplaces best interest to encourage staff to do all they can to keep themselves and their family healthy. A good way to do this is by promoting these five simple but effective ways for staff to keep themselves and their whānau well and give your workplace the best defence against ills and chills. For further information visit [www.toiteora.govt.nz/keep\\_your\\_family\\_healthy](http://www.toiteora.govt.nz/keep_your_family_healthy).



## Make your Workplace Good4Work

Good4Work is a free and easy-to-use online workplace wellbeing tool that has recently been enhanced to include some exciting new features.

Good4Work provides your workplace with a starting point to wellbeing and takes care of the difficult bits by helping you identify what you can do to make wellbeing part of "business as usual." The process starts with a quiz to engage your team and help identify what your workplace is already doing well and what more could be done to improve workplace wellbeing. Good4work takes you through an easy to follow step-by-step process with the support of resources all in one place.

With over 900 registered users, Good4Work joins WorkWell and Wellplace.nz as a go-to place for workplace wellbeing, offering different support for different needs. It is designed for small to medium-sized workplaces and for those that are just getting started with workplace wellbeing.

Good4Work was developed as a collaborative project between Toi Te Ora Public Health, Auckland Regional Public Health Service, Health Promotion Agency, Healthy Families NZ, the Ministry of Health and business representatives.

Take the quiz today with your team and together make your workplace Good4Work! Get started at [www.good4work.nz](http://www.good4work.nz).

## Upcoming Events – 2018

1-30th Nov	Movmeber <a href="https://nz.movember.com/">https://nz.movember.com/</a>
1-30th Nov	Switch to Water <a href="http://Challengewww.nzda.org.nz/public/switch-to-water">Challengewww.nzda.org.nz/public/switch-to-water</a>

