

## Human Resources

### Health and Wellness at Work Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Meaning and Definition of a Health and Wellness Program?

- What is a Health and Wellness Program?
- Productivity
- Cost of Health Care
- Costs of Absenteeism
- Case Study
- Module Two: Review Questions

#### Module Three: Types of Health Behavior Programs

- Health Behaviors
- Health Screenings and Maintenance
- Mental Health
- Physical Injuries
- Case Study
- Module Three: Review Questions

#### Module Four: Health Behavior Programs

- Increasing Physical Activity
- Nutrition & Weight Loss
- Tobacco Cessation
- Substance Abuse Treatment
- Case Study
- Module Four: Review Questions

#### Module Five: Health Screenings and Maintenance Programs

- Preventative Care Screenings
- Cancer Screenings
- Annual Examinations
- Maintenance Programs
- Case Study
- Module Five: Review Questions

#### Module Six: Mental Health Programs

- Stress Management
- Support Groups
- Counseling
- Awareness & Education
- Case Study
- Module Six: Review Questions

#### Module Seven: Evaluate the Need

- Review Current Health and Wellness Programs
- Environmental Factors
- Identify Common Health Conditions and Procedures
- Review Company Information Pertaining to Employee Health
- Case Study
- Module Seven: Review Questions

**Module Eight: Planning Process**

- Form a Health and Wellness Team or Committee
- Budget
- Define Goals
- Programs and Policies
- Case Study
- Module Eight: Review Questions

**Module Nine: Implementation**

- Get Management Support
- Test It
- Get the Word Out
- Incentives
- Case Study
- Module Nine: Review Questions

**Module Ten: Create a "Culture of Wellness"**

- Accessible Healthy Eating Options
- Give Them a Break
- Alcohol, Drug, and Smoke Free Work environment
- Eliminate Hazards
- Case Study
- Module Ten: Review Questions

**Module Eleven: Evaluate Results**

- Check the Results
- Employee Satisfaction
- Share Achievements
- Revise Plans as Necessary
- Case Study
- Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations