

Creating a Wellness Bulletin Board

Purpose: Creating awareness for a variety of healthy lifestyle issues while providing information and resources for worksite wellness program and employee events.

The Set-Up

- Use permanent bulletin boards located throughout employee areas (lunch rooms, break rooms, and announcement locations). If possible, place near copy machine.
- Recommend that each board have a white or colored paper background, with a laminated or other protective border around the edges. A good approximate board size is 27”x22”.
- Potential Board Contents:
 - Header (for example, Employee Wellness Information, Fit City, Healthy Benefits)
 - Contact information for questions and further resources
 - A special section highlighting CIS Healthy Benefits resources
 - Five main categories
 - Health Tip of the Month
 - Upcoming Wellness Event
 - Recipe of the Month
 - Stress Thoughts
 - Health Issue of the Month
 - Trigger messages
 - Short statements to highlight pertinent information
 - Examples: “Your health & safety matter”, or “Have you seen your doctor lately?” or “Don’t forget to breathe deeply today!”

Category Information

1. Health Tip of the Month
 - a. Find an article dealing with a major health issues (listed at the end of this kit).
 - b. Pertinent articles can be found on the Internet (search by topic or issue), newspapers, health-related magazines and publications and the CIS website.
 - c. Choose topics that you feel or know are of interest to your employees. Or, use regional HSQ group data to target CIS group health issues.
2. Upcoming Wellness Events
 - a. Create a flyer or announcement for any event for that month or quarter that is wellness related, and is being offered at the workplace or in the community.
 - b. Be sure to include what it is, where it will be held, date, time and contact information (especially if there is a request for RSVP).
3. Recipe of the Month

- a. Post healthy recipes by using the Healthy Food Cookbook, a website the features healthy recipes, or the American Heart Association & other health-related associations.
- b. Choose recipes that are fairly simple and short, and that might be timely and seasonal (for example, a fruit salad in summer months).
- 4. Stress Thoughts
 - a. Post information on stress management, stress coping, and stress reducing tools. Consult www.easeeap.com for materials.
 - b. Keep in mind the current needs of the employees.
- 5. Health Issue You Need to Know About
 - a. Appropriate articles can be found in many locations. Ask your County Health Department for information or poster ready information.
 - b. Post the current *Well Street Journal*.
 - c. Be careful not to endorse any diets or “trends”.

Sample diagram for a Wellness Bulletin Board Layout

HEADER	
HEALTH TIP OF THE MONTH	UPCOMING WELLNESS EVENTS
TRIGGER MESSAGE	HEALTH ISSUES YOU NEED TO KNOW ABOUT
STRESS THOUGHTS	TRIGGER MESSAGE
RECIPE OF THE MONTH	CONTACT INFORMATION
OUTSIDE BORDER	

Potential Bulletin Board Health Topics

These topics can all be used as Bulletin Boards topics, worksite wellness campaigns, and speaker topics for brown bag lunches, and/or employee education. As much as possible, the goals are to increase employee awareness and provide resource materials for employee personal follow-up. All postings are customized to your workplace.

Worksite Wellness Basics:

- Being a member on the Wellness Committee
- Supporting Management Policies and/or Statements
- Goals & Themes of the Worksite Wellness Program

Stress Management:

- Massage, Yoga, & Tai Chi
- Laughing
- Breathing Techniques
- Depression - recognizing symptoms
- Safety & Ergonomics
- Vitality & Longevity - Longevity Game
- Planning for Retirement
- Identify Theft

Health Issues:

- Arthritis
- Diabetes
- Sleep Disorders
- Obesity
- Alternative Medicine – Acupuncture, Osteopathy
- Colds & Flu - Practice Good Hygiene; Worksite Flu Shot Program
- Skin Cancer & Sunscreen
- Tobacco Use
- Alcohol Abuse
- Strokes & Heart Attacks - recognizing symptoms
- Low Back Pain - correct lifting techniques

Fitness & Movement:

- Stretching & Flexibility - Stretching Guide
- Activity Pyramid - the recommended guidelines
- Fitness Activity Lists
- Target Heart Rate / Resting Heart Rate
- Body Mass Index

- Hip / Waist Ratio
- Body Fat Composition
- Talk Test
- Borg Scale/ Perceived Exertion
- Metabolism & Basic Metabolic Rate

Weight Management:

- Tips
- Diet vs. Eating Plan
- Nutrition
- Healthy Eating
- Food Guide Pyramid - www.mypyramid.gov
- Vending Machines & Healthy Snacks
- Portion Control & Serving Sizes
- Reading Food Labels
- Exotic Fruit Lists
- Fiber in your Diet
- Drinking Water