



Holiday Trimmings A Worksite Weight Maintenance Program

Holiday Trimmings is an eight-week program designed to help your employees prevent weight gain during the celebration-filled holiday season. The program starts one to 10 days prior to the Thanksgiving holiday (November 16 to November 25) and ends in January (January 4 to January 15).

In this kit, you'll find everything you need to plan, promote and implement a *Holiday Trimmings* program to help your employees maintain their weight and stay healthy this holiday season!

This program is provided by the Heart of New Ulm Project (HONU).

INSIDE

- Step-by-step guidelines for planning your program
- Registration templates
- Leader pre-program and post-program surveys
- Participant enrollment assessment, tracking calendar and follow-up assessment
- Communication templates to make implementing your program efficient and economical
- Additional resources



Holiday Trimmings Leader Instructions

3-4 weeks prior to start date:

1. Obtain your employer's approval to implement the *Holiday Trimmings* program.
2. Complete the Worksite Leader Pre-program Survey included in this kit and register your worksite with Holly Glaubitz by phone: (507) 233-1199 or email: holly.glaubitz@allina.com
3. Create your Registration Form. Use the "Registration Form" template in this kit; fill in the appropriate fields for your worksite. Cost: Whether you decide to charge employees to participate will depend on each worksite. The program itself is free of charge; however, your worksite may want to charge a small fee to each participant to pay for incentives. Before charging participants, see what incentives your company may be willing to donate to increase participation. Remember, cost can be a barrier for some people or a way to ensure participation for others. It all depends on your group. If charging your employees will make them less likely to participate, be creative in coming up with other incentives.
4. Create a process for employees to register. This program can be extended to the employee's spouses if your worksite decides to include them. Make the *Holiday Trimmings* registration forms available in multiple locations and electronically (e.g., on your company Intranet).
5. Schedule pre- and post-program weigh-ins. If you wish for the Heart of New Ulm staff to weigh participants, contact Holly Glaubitz to schedule a time. It is mandatory for participants to be weighed at both the start and end of the program. The pre-and post-program weigh-ins must be conducted identically (i.e., in the same room, at the same time of day, by the same person and on the same scale).
6. Schedule any presentations you would like for your employees (available as lunch-and-learns or during morning or afternoon breaks). Contact Holly Glaubitz. Topics include:
 - How to be physically active when the weather gets colder and during the holidays
 - Sensible eating and weight management during the holiday season
 - Managing stress during the holiday season
7. Determine incentives. Participants may be more willing to register for the program if they are promised a reward for completing the program. Depending on the resources available at your worksite, incentive suggestions include lunch-and-learns, a heart-healthy potluck, purchasing pedometers for all participants, t-shirts, lunch bags, or a drawing for larger prizes such as an iPod, cash prize, holiday decorations or an extra day off.
8. Announce and promote the program. Include dates and incentives. Use several modes of communication to announce and promote the program, such as company newsletters, email lists, and posters in visible areas.



Holiday Trimmings Leader Instructions, cont.

On the program's start date:

9. Conduct the initial weigh-in; distribute the Tracking Calendar (included in this kit) and its sticker page to participants.
10. Remind participants to fill out the electronic pre-program survey they will receive by email, or schedule with Holly Glaubitz the distribution and collection of the paper form of this pre-program survey. For confidentiality reasons, we request the collection of these surveys be done through our online survey or in person by one of our project staff members.

Weekly:

11. Send out weekly messages. Each week, the Heart of New Ulm will send you an e-mail message with information about a different topic related to health and weight management. Forward these messages to participants and/or post them in common areas. Note: This kit includes simply the text for the weekly emails for your review; attractively designed and engaging emails will be sent with these messages each week.
12. Distribute handouts to support your program. They can be given out to participants at any point during the program. Handouts are available on the Web site's "[Employer Resources](http://www.heartofnewulm.org/emp_holiday.php)" at www.heartofnewulm.org/emp_holiday.php.

On the program's end date:

13. Conduct the final weigh-in whether on your own or by scheduling it with Holly Glaubitz.
14. Remind participants to fill out the electronic post program survey or schedule with Holly Glaubitz the distribution and collection of the paper form of this post program survey (included in this kit) to participants. For confidentiality reasons, we request the collection of these surveys to be done through our online survey or in person by one of our project staff members.
15. Draw names for prizes and/or distribute incentives to participants who earned them.

Within two weeks of the program's ending:

16. Complete the Worksite Leader Post-program Survey, which you will receive by email.



Holiday Trimmings Worksite Registration Form

If you are interested in the *Holiday Trimmings* program or would like more information, please provide your contact information below to Holly Glaubitx either by phone: (507) 233-1199 or email: holly.glaubitx@allina.com.

Contact information:

Program leader name: _____

Employer: _____

Address: _____

Phone #: _____

Email address: _____





Holiday Trimmings Registration Form

Congratulations!

You have taken the first step to becoming healthier by registering for the *Holiday Trimmings* eight-week program.

What: An eight-week program that aims to help you prevent weight gain during the holiday season, featuring mandatory pre-and post-program weigh ins.

INSERT INFORMATION ABOUT OTHER ACTIVITIES (PRESENTATIONS, ETC.).

Dates: *INSERT DATES AND TIMES OF WEIGH-INS.*

Where: *INSERT WEIGH-IN LOCATION*

Cost: *INSERT COST INFORMATION*

Questions? *INSERT CONTACT PERSON'S NAME/Phone number*

INSERT NAME OF COMPANY/AGENCY Holiday Trimmings Program

Please Print

Name: _____

Email: _____

By checking this box, I acknowledge that I understand any medical risks I have in participating in this program. I understand I should always consult with my health care provider about my health concerns.

Complete and sign the waiver below:

WAIVER. I certify that I am medically able and have no medical limitations to participate in the *Holiday Trimmings* program. I also assume any and all risk associated with participating in this program. Knowing these facts, I hereby for myself, my heirs, executors, administrators or anyone else who might claim on my behalf, covenant not to sue, and waive, release and discharge the **Name of Organization** from any and all claims or liability for death, personal injury, or property damage of any kind or nature arising out of, or in the course of, my participation in this program. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown. The undersigned further grants full permission to the **Name of Organization** to use any photographs, videotapes, recordings or any other record of this program for any purpose.

I have read the foregoing and certify my agreement by my signature below.

Signature: _____

Date: _____



Creating a world without heart disease™





Worksite Leader Pre-Program Survey

Once you register your group in this program, you will receive this pre-program survey by email. This survey is very important to ensure proper support to your worksite while implementing this program.

1. How many employees do you have at your worksite? _____
2. Please indicate whether you are interested in presentations on any of the following topics (can be scheduled as a lunch-and-learn, or during a morning or afternoon break):
 - How to be physically active when the weather gets colder and during the holidays
 Yes No
 - Sensible eating and weight management during the holiday season
 Yes No
 - Managing stress during the holiday season
 Yes No
3. Do you need additional consultation?
 Yes If yes, what kind? _____
 No
4. Do you want Heart of New Ulm staff to be present at weigh-ins?
 Yes If yes, when? _____
 No
5. Has your worksite ever implemented a program like this?
 No
 Yes If yes, which program? _____
When? _____



Worksite Leader Post-Program Survey

You will receive this post-program survey by email in January. We really appreciate your comments and feedback about this program.

1. How many employees participated in the *Holiday Trimmings* program? _____
2. If your worksite offered the *Holiday Trimmings* program to employees' spouses, how many spouses participated in the program? _____
3. Indicate any company-sponsored activities, material adaptations or special events that you conducted in conjunction with the *Holiday Trimmings* program:
 - Pot-lucks
 - Presentations (lunch-and-learns, etc.)
 - Other (please describe):

4. What do you feel was the best feature(s) of the program?
 - Handouts
 - Weekly emails
 - Presentations (if you scheduled on-site presentations or had participants attend online)

5. Which aspects of this program do you feel need improvement?

6. Please describe any topics or ideas you would like to see in future programs.
