

## Canada's Healthy Workplace Week (CHWW) Organizational Planner

Interested in planning some activities for your organization to participate in Canada's Healthy Workplace Week? Use the suggested schedule below to assist you! Note: all activities are based on those suggested at [www.healthyworkplaceweek.ca](http://www.healthyworkplaceweek.ca) under the 'How to Participate' section.

### JULY 2003

Monday	Tuesday	Wednesday	Thursday	Friday
<b>June 30</b> Last day to register at the early bird rate for the <b>Health, Work &amp; Wellness Conference</b> healthworkandwellness.com	<b>1</b>	<b>2</b> Visit the " <b>How to Participate</b> " web-page at <a href="http://healthyworkplaceweek.ca">healthyworkplaceweek.ca</a> and determine which activities your organization would be interested in holding.	<b>3</b>	<b>4</b>
<b>7</b> Create a draft schedule for CHWW & slot in all the activities your organization will be partaking in. [Go to October to view a suggested plan]	<b>8</b>	<b>9</b> Interested in getting <b>feedback from employees</b> on how to <b>create a healthy workplace</b> ? Read Activity #6 for information on implementing a feedback system during CHWW.	<b>10</b>	<b>11</b> Check-out the <b>Health, Work &amp; Wellness Conference 2003: <i>Leading by Example</i></b> - learn how to implement successful workplace health strategies. healthworkandwellness.com
<b>14</b> How will your Organization <b>increase the visibility of your CEO/Executive Team</b> . Read through Activity #8 on the CHWW website & decide which methods you would like to implement at your workplace.	<b>15</b>	<b>16</b>	<b>17</b> Book a time to meet with your <b>CEO/Executive Team</b> [or appropriate persons] to discuss the activities you would like to hold during CHWW to increase their <b>visibility</b> . Schedule their time at CHWW early to ensure that they can participate.	<b>18</b>
<b>21</b>	<b>22</b> Interested in bringing in a <b>Guest Speaker</b> during CHWW? Read more about this at <a href="http://healthyworkplaceweek.ca">healthyworkplaceweek.ca</a>	<b>23</b>	<b>24</b>	<b>25</b> Interested in holding a <b>Workplace Health Fair</b> to increase awareness of all the health & wellness services provided by the Organization? Read more about this [Activity #7] to get started.
<b>28</b> <b>Guest Speaker:</b> Determine the target audience, select a topic and possible date[s] & time[s]	<b>29</b>	<b>30</b> Get support from management for holding a <b>Workplace Health Fair</b> during CHWW. Also be sure to get support from department managers as well!	<b>31</b>	

Visit Canada's Healthy Workplace Week website at [www.healthyworkplaceweek.ca](http://www.healthyworkplaceweek.ca) for more information on these activities & more!

## AUGUST 2003

Monday	Tuesday	Wednesday	Thursday	Friday
31				1
4	5	6 Assemble a planning committee for the <b>Workplace Health Fair</b> . Establish timelines, develop a budget and setout your goals & objectives for the Fair right away so that you can begin planning! Be sure to consider any orqanizational or legal issues.	7	8
11 Begin sourcing out a <b>Guest Speaker</b> to bring in during CHWW	12 Get support from Senior & Middle Management for implementing the <b>Employee Feedback System</b> . Get commitment from them to listen to employee suggestions & implement those that are feasible.	13	14	15 Set a date, time & location for the <b>Workplace Health Fair</b> .
18 Develop a theme & identify content for the <b>Workplace Health Fair</b> . Identify all departments that contribute to employee health & wellness and should thus participate in the Fair. [For ideas, download the sample list from the CHWW website, Activity #7.]	19	20	21 Identify the departments that want to partake in the <b>Employee Feedback System</b> . Work on creating a structure for the activity. Determine how input will be received, and suggestions assessed & implemented.	22
25 Ask all relevant departments to participate in the <b>Workplace Health Fair</b> .	26	27	28 <b>Guest Speaker:</b> Ensure your speaker is confirmed. Obtain the session title & topic information from the speaker for marketing purposes.	29 <b>Guest Speaker:</b> Schedule for a member of your Executive to introduce & thank the Guest Speaker [at your kick-off event] & get employees excited about CHWW.

## SEPTEMBER 2003

Monday	Tuesday	Wednesday	Thursday	Friday
1	<p><b>2</b>  <b>Health, Work &amp; Wellness Conference, Sept. 28-30:</b>                      Register now to ensure your spot &amp; accommodations.                      healthworkandwellness.com</p>	3	4	5
<p><b>8</b>                      Download the CHWW <b>Poster</b> from healthyworkplaceweek.ca &amp; post throughout the organization.</p>	9	<p><b>10</b>                      Start producing marketing materials for all the CHWW activities. Try flyers &amp; an insert in your newsletter.</p>	<p><b>11</b>                      Work with departments to develop their content for the <b>Workplace Health Fair</b> &amp; confirm their content.</p>	12
<p><b>15</b>                      Download the <b>Organizational Quiz</b> from the CHWW website to insert into your company newsletter [Oct. edition] or post on the intranet.</p>	16	<p><b>17</b> Download the <b>Article(s) on Organizations that have successful workplace health strategies</b> to insert into your company newsletter [Oct. edition] or post on the intranet.</p>	<p><b>18</b>                      Begin working on the Logistics for the <b>Workplace Health Fair</b>.</p>	<p><b>19</b>                      Download the <b>Personal Quiz</b> from the CHWW website to insert into your company newsletter [Oct. edition] or post on the intranet.</p>
<p><b>22</b>  <b>Guest Speaker:</b> Begin promoting the session &amp; accept registrations.</p>	23	<p><b>24</b>  <b>CEO/Executive Visibility:</b> begin marketing and promoting these sessions/forums (&amp; accepting registrations.)</p>	25	<p><b>26</b>                      Begin marketing the <b>Employee Feedback System</b>. Have employees think about changes they would like to suggest during CHWW!</p>
<p><b>29</b>  <b>Attend the Health, Work &amp; Wellness Conference for new healthy workplace ideas! Visit healthworkandwellness.com</b></p>	<p><b>30</b>                      Begin promoting the <b>Workplace Health Fair</b>. Ask all participating departments to market the event internally, within their departments.</p>			

## OCTOBER 2003

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Start creating <b>Evaluation</b> pieces for all of the CHWW events. Don't forget to distribute these to participants at the events.	<b>2</b>	<b>3</b>
<b>6</b>	<b>7</b> Create a <b>CHWW package for each member of your Executive</b> to increase their awareness of the benefits of workplace health. Include the <b>Personal Quiz &amp; Organizational Quiz</b> , as well as the <b>articles</b> that feature successful workplace health strategies.	<b>8</b>	<b>9</b>	<b>10</b> Confirm all <b>Workplace Health Fair</b> participants, location, floor-plan, equipment & volunteers.
<b>13</b> Distribute the Executive Packages to ensure that they have plenty of time to read through before the week activities begin!	<b>14</b>	<b>15</b> Send a reminder email to all staff, listing all the CHWW events your Organization will be hosting during CHWW	<b>16</b>	<b>17</b>
<b>20</b> Invite a <b>Guest Speaker</b> to kick-off the week!	<b>21</b> Distribute the <b>Personal Quiz, Organizational Quiz &amp; Article[s] on Healthy Workplaces</b> to employees [via newsletter/ intranet]	<b>22</b> Hold the <b>Workplace Health Fair</b> today!	<b>23</b> Hold lunch sessions/staff forums with your <b>CEO/ Sr. Executive</b>	<b>24</b> Review the <b>feedback</b> you've received <b>from employees</b> & determine which suggestions will be implemented
<b>CANADA'S HEALTHY WORKPLACE WEEK. October 20-26</b>				
<b>27</b> <b>Congratulations on a successful Healthy Workplace Week!</b> It's now time to evaluate each of the activities and the week as a whole. Be sure to provide the CHWW website with feedback at <a href="http://www.healthyworkplaceweek.ca">www.healthyworkplaceweek.ca</a>	<b>28</b>	<b>29</b>	<b>30</b> If departments have identified <b>employee suggestions for change</b> that will be implemented, let employees know that they are being listened to & when, where & how the change(s) are anticipated to occur.	<b>31</b>