



**Independence
Blue Cross**

WALKING TOWARDS WELLNESS



Employer Tool-Kit Contents

The *Walking Towards Wellness* program tool-kit contains a variety of materials designed to help educate your employees that walking as a form of exercise can control weight, lower cholesterol, strengthen the heart, reduce stress, decrease the likelihood of serious health problems and promote an overall sense of well being. The materials are available on the CD-Rom we have provided for you or online at www.ibx.com/wellness_partners.

Listed below are the contents necessary for program implementation.

Tool-Kit Guide

Please see attached.

Leadership Announcement

Craft an original announcement or use the attached template to kick off the *Walking Towards Wellness* program.

Promotional Flyer

Post this promotional flyer on the Intranet, e-mail or in high visibility areas—i.e., human resources, cafeteria, time clock, etc.

Registration Form

Use this form to register participants.

Helpful Hint: When e-mailing this form to interested employees, you will need to recreate it as a word document so the form can be filled-out by the employee and sent back to you.

Registration Confirmation

Confirm participants' registration into the program by sending the registration confirmation form to each participant.

Participant Welcome Letter

Use in conjunction with the registration confirmation OR enclose it in the participant packet at orientation.

Orientation Outline

The program orientation is a one-time kick-off meeting for the participants. At this meeting, you will explain the program and discuss information that should assist with participant motivation. The orientation outline provided is to assist you with program facilitation.

Participant Folder

After registration is completed, as part of the orientation, each participant should receive a participant folder. The folder should include the following documents:

- Welcome cover letter (unless it was sent after the registration confirmation letter)
- Program Overview
- Participant Guidelines
- Tracking Log
- Walking Tips/Motivational Tips
- Frequently Asked Questions (FAQ)
- Water—The Essential Nutrient
- Target Heart Rate Information
- Sample Walking Program
- Conversion Information Sheet
- Stages of Change in Adding Activity into Your Life—Where are You?
- Resource List

Incentive Program (optional)

Please see attached.

Certificate of Completion

Distribute Program Certificate to participants who have completed the program.

Program Evaluation Form (Participant)

This form should be completed by the participant at the completion of the program and returned to the Program Coordinator.

Program Evaluation Form (Program Coordinator)

This form should be completed by the Program Coordinator at the completion of the program. After completion, please forward to your Wellness Representative at Independence Blue Cross.

Please refer to the Tool-Kit Guide for the suggested timeline to implement the ***Walking Towards Wellness*** program.

If you have any questions during the program, please contact your Preventive Health and Wellness Representative at **(610) 225-9561**. Thank you.

