



How to Host a
**Workplace Health
Networking Session**



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Executive Summary

This toolkit documents the planning framework and timeline, key components and evaluation results of the Haldimand Norfolk Workplace Health Networking Sessions. The purpose of this toolkit is to outline the planning, implementation and evaluation processes. This report also provides a summary of the materials developed and the promotional steps used to execute the sessions as well as recommendations for future networking sessions.

Key process features of the sessions that were successful include:

- An action-oriented Project Health Committee and Health Unit staff working together throughout the planning process.
- A Workplace Health Promoter to conduct research, develop materials and execute the decisions made by the Project Health Committee.
- A sufficient timeframe of four months to plan the sessions.
- Well designed promotional and communication materials for workplaces leading up to the event.
- A well maintained list of workplaces within Haldimand and Norfolk Counties.
- A minimal registration fee so that cost does not become a barrier for attendance.
- Offering a breakfast and lunch session (one in each county) to accommodate as many workplaces across Haldimand and Norfolk Counties as possible.

A short survey was completed by willing participants immediately following each of the networking sessions. The survey provided important insight about the success of the sessions and opportunities for improvement. Overall the survey results showed a high level of participant satisfaction with the networking sessions.

1.0 Introduction

In 2009 the Haldimand Norfolk Health Unit (HNHU) Workplace Health Program received funding from the Ministry of Health Promotion and Sport's Healthy Communities Fund. This funding gave the Workplace Health Program and its partners the opportunity to expand services and afford workplaces in rural areas access to experts, information, resources and idea sharing, on topics specific to workplace health and wellness.

A committee labeled 'Project Health' was formed to partner with the HNHU on the Healthy Community initiatives. Members of the Project Health Committee included the HNHU Workplace Health Promoter, the

HNHU Healthy Communities Partnership Health Promoter, as well as members from community organizations such as: Haldimand Abilities Centre, Norfolk Association for Community Living, Ontario Power Generation, Cedarwood Village and other interested community members who shared an interest in actively promoting comprehensive workplace health. Project Health operated as a partner on the project assisting in identifying the needs of area workplaces. Workplace health networking sessions were one of the activities proposed to the Ministry that provided workplaces with education, environmental support, skill building and networking opportunities.

2.0 Planning Framework and Timeline

The HNHU Workplace Health Promoter and the Project Health Committee were responsible for the planning of the workplace health networking sessions. The Project Health Committees' role was to assist in the planning and promotion of the networking sessions and to assist with the running of the session on the day of the event.

The HNHU had a budget of approximately \$5500 to host 8 networking breakfasts across Haldimand and Norfolk Counties. An additional \$4500 was provided in-kind. In-kind expense items included participation from Project Health Committee members and HNHU staff including the Workplace Health Promoter, the Population Health Program Coordinator, the Healthy Communities Partnership Health Promoter, Administration, Communications Services, and a Web Developer.

2.1 Planning Process

Time prior to each networking session	Activities
4 months	<ul style="list-style-type: none"> • Finalize session budget with the Population Health Program Coordinator. • Finalize session topic with Project Health Committee. • Confirm date(s) and time(s) with Project Health Committee. • Locate and reserve speaker(s). • Locate and reserve venue.
3 months	<ul style="list-style-type: none"> • Review workplace health database and add new businesses. • Create promotional flyer. • Obtain approval for promotional flyer from the Population Health Program Coordinator and Project Health. • Post information on hnhu.org website under 'upcoming events' and under 'for workplaces' tab on the side menu. • Select and reserve caterer if venue is not providing catering services and have HNHU nutrition staff review.
2 months	<ul style="list-style-type: none"> • Distribute promotional flyer. • Create newspaper advertisements. • Obtain approval for newspaper advertisements from the Population Health Program Coordinator and Project Health. • Develop survey and distribute to Project Health Committee members for feedback.
1 month	<ul style="list-style-type: none"> • Place newspaper ads in local papers for the 2-3 weeks leading up to the session. • Send registration reminder email through the workplace health distribution list. • Confirm with Presenter on audio/visual requirements. • Sign out (locate) all required audio/visual equipment.
1 week	<ul style="list-style-type: none"> • Session registration and payment are concluded. • Confirm participant numbers with venues and speakers. • Review copy of presenter's Power Point slides and resources. • Assemble participant packages. • Print name tags. • Contact venue to finalize meeting room layout and requirements. • Organize payment receipts for distribution at the registration desk.

3.0 Target Audience

The target audience for the workplace health networking sessions included:

- Human Resource Managers
- Occupational Health and Safety Nurses
- Occupational Health and Safety Representatives
- Wellness Committee Members
- Business Owners & Managers
- Employees with interest in workplace wellness

4.0 Key Components

In this section, key components of the event have been described with the intent of informing, planning and developing future workplace health networking sessions.

4.1 Timing

In 2008, the HNHU Epidemiologist conducted a workplace health program evaluation. At that time the HNHU was hosting full day workplace health conferences. Recommendations from the 2008 evaluation indicated that full day networking conferences should be replaced with networking breakfasts as many workplaces were unable to commit to an entire day. Networking lunches were added to accommodate workplaces in both Haldimand and Norfolk Counties allowing for a session in each county.

Networking sessions were timed as follows:

Breakfast Session – 8 to 10:30 a.m.

Lunch Session – 12 to 2:30 p.m.

All timing decisions were made by the Project Health Committee. These decisions are directly influenced by the results of the post-session surveys that are given to participants directly following each of the sessions. Survey questions related to timing included preferred time of day and length of session.

4.2 Research

The 2008 HNHU's workplace health evaluation was used to determine which areas of the Workplace Health Program were successful and which areas were not. The evaluation was completed by 39 workplaces in Haldimand and Norfolk Counties who currently access the workplace health program's services. Results from this evaluation indicated workplace health networking breakfasts to be popular among workplaces. It showed full day conferences were not successful due to the inability of workplaces to commit to an entire day. Recommendations from the study further indicated the need to increase awareness of networking breakfasts as some of the workplaces surveyed were not aware of all the sessions offered.

The research was particularly important in identifying potential topics, speakers and

trainers. A list of presenters and topics used is available (See [Appendix A](#)). Decisions on topics and speakers were made by the Project Health Committee. The first session in both Haldimand and Norfolk Counties was titled 'An Employers Guide to Workplace Health: Putting Health Back into Health and Safety'. This session was used to provide employers with an overview of comprehensive workplace health. The topics going forward were directed by the post – networking session surveys where participants were asked to provide the Project Health Committee with a topic suggestion that would be of interest to their workplace. Topic guidance was also provided by the HNHU 2008 workplace health evaluation, which identified physical activity, stress management, workplace bullying and healthy eating as topics to pursue in future workplace health initiatives.

4.3 Planning

Planning processes and structures were kept informal to focus resources on the planning and implementation of the sessions. The Project Health Committee set a clear goal and objectives for the Workplace Health Networking Sessions. This step provided focus and direction for the Project Health Committee, and was used as needed in communication materials.

Goal

Workplace health networking breakfasts will provide workplaces with ongoing information, training and resources to improve the health and well-being of their employees. They provide opportunities for workplace partners to share their experiences and plan future workplace health promotion initiatives.

Objectives

1. To introduce comprehensive workplace health promotion best practices.
2. To encourage workplaces to implement healthy workplace policies and procedures.
3. To increase participation in healthy workplace initiatives in both Haldimand and Norfolk Counties.
4. To provide participants with the opportunity to share previous experiences in health activities.
5. To build awareness, commitment and interest in participating in future networking sessions.
6. To make the networking sessions financially sustainable.

Planning supports used include:

- Meetings agendas and objectives as well as previous meeting minutes were circulated electronically prior to each Project Health meeting.
- A simple meeting notes structure was developed to track actions and decisions made at Project Health meetings.
- Budget updates were provided at Project Health Committee meetings.
- Email was used to solicit input between meetings.

4.4 Logistics

Main logistic activities include budget management, venue, catering, audio visual equipment, and the registration process.

4.4.1 Budget

The networking session budget was managed by the Workplace Health Promoter. Budget decisions were made by the HNHU Workplace Health Promoter and the Population Health Program Coordinator as directed by the Healthy Communities Fund. Budget updates were provided to the Project Health Committee at each meeting.

The HNHU had a budget of approximately \$5500 to host 8 networking breakfasts across Haldimand and Norfolk, in addition to \$4500 that was provided in-kind. In-kind expense items included participation from Project Health Committee members and HNHU staff including the Workplace Health Promoter, the Population Health Program Coordinator, Administration, Communications Services, and a Web Developer.

A registration fee of \$15.00 per person was charged to off-set the expenses. Offering two sessions on the same day provided a cost per session savings in mailing, advertising, presenter and presenter travel expenses.

Table of Estimated Expenses

Expense	Estimated Cost per Session
Presenter	\$500
Presenter Travel Expenses	\$100
Venue	\$100
Catering	\$8 - \$10/per person
Newspaper Advertising	\$235
Radio Advertising	\$165
Print costs	\$50
Mail costs	\$130

4.4.2 Venue

The Workplace Health Promoter developed a list of facility requirements and potential venues based on input from the Project Health Committee. Facility requirements included:

- A central location in each county.
- A minimum capacity of 25 participants
- Being fully accessible.
- Breakfast or lunch provided on-site or accommodations for a caterer.
- A rental fee that was within the pre-determined budget.

See [Appendix B](#) for a list of potential venues in Haldimand and Norfolk Counties. Prior to the event, the Workplace Health Promoter conducted a site visit. The site visit was important for providing detailed set up information for both the presenters, and the Project Health Committee.

4.4.3 Catering

The Workplace Health Promoter developed a list of potential caterers in the instance that the selected venue is not set up to provide food and refreshments. This list included any recommendations provided by the Project Health Committee. See [Appendix C](#) for a list of caterers in Haldimand and Norfolk Counties. All meal and refreshment options were reviewed by the HNHU Dieticians.

4.4.4 Audio Visual Equipment

The HNHU provided any audio and visual equipment not provided by the venue. Required audio and visual components included: projectors, laptops, screens, microphones, and speakers.

4.4.5 Registration Process

Registration information flyers were developed and distributed two months prior to the networking sessions. The HNHU workplace health distribution list is comprised of 130 workplaces across Haldimand and Norfolk Counties. This list is maintained on an ongoing basis by both the HNHU Workplace Health Promoter and the HNHU administrative team. Flyers were sent to this list through email addresses provided at previous networking sessions or by mail.

A registration and payment deadline, set for one week prior to the sessions, was included on the registration flyers. Pre-payment (wherever possible) was requested. This allowed HNHU administrative staff to process payments and create receipts prior to the session. This also removed the back log of

participants trying to move through the registration table on the day of the event and made for an organized and efficient flow when participants arrived at the sessions. Pre-registration also allowed for confirmation of exact numbers with venues and caterers.

Name tags were produced using the registration database of attendees that was developed and maintained by HNHU administrative staff.

On the day of the event, a registration table was set up at the entrance of the meeting space. Two Project Health Committee members were stationed at the registration table to greet participants and to distribute receipts, name tags and seminar resource packages.

4.5 Presenters

In utilizing the results from the post-session surveys relating to “topic suggestions for future networking sessions,” and through information provided by outside agencies/health units on pertinent topics relating to workplace health and wellness, a final decision on topic was made by the Project Health Committee. Once the topic was confirmed the Project Health Committee would develop a list of presentation goals and objectives. The Workplace Health Promoter then began a search for a presenter based on this list. HNHU Health Promoters, other public health organizations, and community stakeholders who may have had experience in the topic area were called on to provide suggestions. Internet searches, specifically through The Health Communication Unit’s website were also used to locate topic experts.

Once a list of potential speakers was developed the Workplace Health Promoter would bring the

list to the Project Health Committee for review. The Project Health Committee was responsible for making the final decision on presenters.

A list of the presenters used is included in [Appendix A](#). The presenter list includes a summary of the session content, estimated fees and post-session speaker evaluation results.

Each presenter was required to provide their Power Point slides and any resources they would be using to the Workplace Health Promoter one week prior to the event. The Workplace Health Promoter with the assistance of the HNHU support staff would include these materials in the participant packages that were distributed at the session. This also provided the Workplace Health Promoter with the opportunity to review the presentation prior to the session and discuss in advance any required changes or additions.

4.6 Promotion

Content for the promotional materials was drafted by the Workplace Health Promoter with input from the Project Health Committee. Promotional materials were designed and produced by HNHU Communications Services. All promotional materials were submitted for approval to the Population Health Program Coordinator prior to distribution deadlines.

Promotional materials included promotional flyers (See [Appendix D](#)) and newspaper advertisements (See [Appendix E](#)). Promotional flyers were made available to all area workplaces, Business Improvement Areas (BIAs), Social Service Organizations, Hospitals and Norfolk and Haldimand County departments.

Distribution of the flyers occurred through mail and email two months prior to the networking session.

Newspaper advertisements were placed in local papers for 2-3 weeks leading up to the event. The Tuesday-Times Reformer and The Regional were the most commonly used publications.

Online promotion was accomplished through the hnhu.org website. A web button was designed by Communications Services and included on the hnhu.org home page. The web button provided a direct link to the session information available under the for workplaces tab under the main menu.

5.0 Workplace Health Networking Session Summary

The Haldimand Norfolk Health Unit and Project Health Committee were successful in delivering eight networking sessions between February 9, 2010 and March 15, 2011. In total there were approximately 325 participants over the course of the 8 sessions. The sessions ran over breakfast from 8 to 10:30 a.m. or over lunch from 12 to 2:30 p.m. The sessions were offered in different communities across Haldimand and Norfolk Counties to accommodate as many workplace personnel as possible.

Prior to the session, facility staff set up the tables and chairs under the direction of the HNHU Workplace Health Promoter. HNHU administration staff assembled the registration

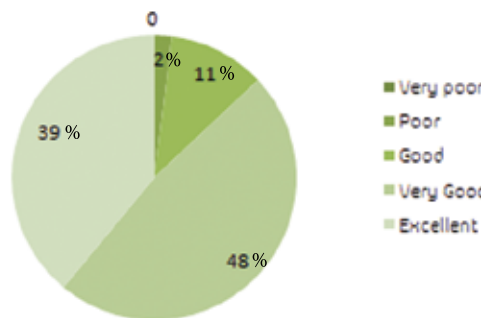
packages, printed name tags and organized receipts for distribution at the registration table. On the day of the event, the Workplace Health Promoter along with volunteers from the Project Health Committee and HNHU administration staff, set up the registration table, organized the distribution of the registration packages, nametags, and receipts. The Workplace Health Promoter was responsible for the set up audio and visual equipment and overseeing the catering. At the end of the session, the Project Health Committee distributed the post-session surveys (See [Appendix F](#)). Following the session the Workplace Health Promoter compiled the results of the surveys to present to the Project Health Committee at the next meeting.

6.0 Evaluation Results

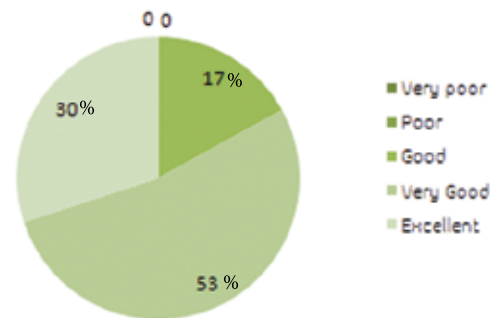
A survey was developed and distributed at the session immediately following the presentation. The purpose of the evaluation was to understand the effectiveness of the event in increasing knowledge of the topic area. The survey was also used to direct future planning initiatives through overall satisfaction scores and presentation scores. The survey further provided participants with the opportunity to specify topics of interest for future sessions. A sample evaluation form is included (See [Appendix E](#)).

Overall, those who participated in the Haldimand Norfolk Workplace Health Networking Sessions and completed the evaluation were very satisfied with the event. 30% of participants rated the sessions as excellent, 53% rated the sessions as very good and the remaining 17% rated the sessions as good. Presenters were also evaluated. 39% of respondents rated the presenters as excellent, 48% rated the presenters as very good, 11% rated the presenters as good, and 2% rated the presenters as poor. When asked about the length of the sessions 94% responded that the length of the sessions were just right.

Participant Evaluation of Networking Session Participants



Participant Evaluation of Networking Session Overall



7.0 Recommendations

1. Continue to attract new members to the Project Health Committee from diverse workplaces in Haldimand and Norfolk Counties. New members bring additional skill sets and fresh ideas.
2. Obtain feedback on future topics of interest by providing participants with a list of suggestions. By asking the participants to rate their top three topic preferences from a pre-determined list elicits a higher response rate than open ended questioning. When using a pre-determined list, a blank line should be incorporated for respondents to add their own suggestions.
3. Consider holiday time when deciding on dates for future networking sessions. Take into account the weeks leading up to Christmas, the months of July and August and March Break to decrease a common barrier for attendance.

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Speakers List

Name	Contact Information	Topics	Cost	Evaluation Results
Andrew Harkness Senior Strategy Advisor, Healthy Workplaces with the Industrial Accident Prevention Association (IAPA)	Direct 1.800.406.4272 Ext. 2377 Mississauga aharkness@iapa.ca	Preventing Workplace Violence and Harassment: Preparing for Bill 168 <ul style="list-style-type: none"> Increased awareness of workplace violence and harassment and the harmful impacts on organizations and their employees Skills on how to save time and money by integrating Bill 168 requirements into existing OHS policies, procedures and programs Practical, hands-on solutions and tools Available community resources 	Received 1 time free session (2010)	How would you rate the speaker? 3% = Adequate 51% = Very good 46% = Excellent
Giovanna Ferrara G. Ferrara, Organizational Health Consultant (also a consultant with THCU)	416-253-6077 Toronto gioferrara@sympatico.ca	An Employer's Guide to Workplace Health <ul style="list-style-type: none"> Skills to create effective workplace health plans An overview of comprehensive workplace health Practical ideas and strategies Costs related to unhealthy employees Benefits of healthy workplaces Available community resources Link to PowerPoint: http://www.hnhu.org/images/stories/a_z_directory/workplace_health/2010_03_HNHU_networking_breakfast_participant_version.ppt	\$500 2 hours (2010)	How would you rate the speaker? 17% = Adequate 57% = Very good 26% = Excellent
Colleen Miller Colleen E. Miller Enterprises Inc. www.colleenemiller.com	519.753.9826 colleen@colleenemiller.com	Motivating and Engaging Employees <ul style="list-style-type: none"> Define and explore the characteristics and levels of engagement. Assess and examine personal work behaviours in relation to peak performance and "Maslow's Theory" Recognize and understand Motivation and "Common Purpose". Discover the Single Most Important Lifestyle Priority. Explore strategies for transfer to the workplace 	\$1500 (2 sessions) 2010	How would you rate the speaker? 7% = Adequate 40% = Very good 51% = Excellent

appendix A

Name	Contact Information	Topics	Cost	Evaluation Results
Nancy Dubois The Health Communication Unit www.thcu.ca	519.446.3636 dubfit@rogers.com	Overview of Policy within a Health Promotion Framework <ul style="list-style-type: none"> • Five health promotion strategies including a workplace example of each • What policy is and isn't • Policy terminology in a workplace setting • Comprehensive Workplace Health Promotion Framework • Diffusion of Innovations Theory application to the workplace Workplace Case Studies: Physical Activity & Healthy Eating A Roadmap for Policy Change <ul style="list-style-type: none"> • Assessing Readiness • Determining the Policy Option(s) Suggested Resources http://www.hnhu.org/images/stories/a_z_directory/workplace_health/toolkit/Policy_in_the_workplace_Mar_15_2011.ppt	Free + Mileage	How would you rate the speaker? 1% = Poor 4% = Adequate 50 % = Very good 45 % = Excellent
Beth Farmer Public Education and Partnerships, Accessibility Directorate of Ontario www.Ontario.ca/accessON	Toronto 416.212.5340	Accessibility for Ontarians with Disabilities Act (AODA) <ul style="list-style-type: none"> • Why is accessibility important for you? • Why does accessibility make sense for your business? • What is the purpose of the AODA? • Does the Accessible Customer Service Standard affect your business? • What are the requirements? • Where to get more information? Link to Powerpoint presentation: http://www.hnhu.org/images/stories/a_z_directory/workplace_health/toolkit/HNHU_AODA_slides.ppt	Free + Mileage	How would you rate the speaker? 7% = Poor 27% = Adequate 51% = Very good 15% = Excellent

List of Potential Venues in Haldimand and Norfolk

Caterer	Contact	Address	City	Phone	E-mail
Best Western Little River Inn	Audrey	203 Queen-sway W.	Simcoe	519.426.2125	
Norfolk Golf and Country Club		200 Argyle St. Box 428	Simcoe	519.426.1300	clubcoord@kwic.com
Springview Farm Golf Course	Tracey Boerkamp	657 Culver Rd. RR 3	Waterford	519.443.0589	springview@simcom.on.ca
The Greens at Renton	Angela Renner	969 Concession 14, RR 4	Renton	519.426.3308 Ext. 29	fb@greensatrenton.com
Vittoria Community Centre	Rose Ludwig	35 Oaks Blvd.	Vittoria	519.426.4870	sandy.whitelock@norfolkcounty.ca
Norfolk County Library			Simcoe		
First Baptist Church	Elaine Poproski	129 Young St	Simcoe	519.426.3273	info@simcoefirstbaptist.ca
St. James United Church	Ann McNall	203 John St	Simcoe	519.428.2611	stjames@kwic.com
Waterford Lions Community Centre	Mary Defreyne	61 Church St W	Waterford	519.443.4953	
Hagersville Community Centre	Charles Garvie		Hagersville		
Twisted Lemon		3 Norton Street West	Cayuga	905.772.6636	chef@twistedlemon.ca
Ruthven Park		243 Highway 54	York	905.772.0560	

appendix B

Caterer	Contact	Address	City	Phone	E-mail
Zehrs Community Room	Terri Hogan	322 Argyle St S	Caledonia	905.765.7072	crm00519@loblaw.ca
Abilities Centre	Katherine Rankin	42 Main St S	Hagersville	905.768.4488	cbeaver@alzhn.ca
Cayuga Golf Course	Brian Bedini	201 Decewsville Road	Cayuga	905.772.7888	brianbedini@cayugagolfclub.com
Caledonia Lions Hall	Dennis Howden	100 Haddington St	Caledonia	905.765.3222	dennishowden@haldimandins.on.ca
Dunnville Golf and Country Club	Deborah Davies	150 Haldimand Rd 17	Dunnville	905.774.8958	Dunnvillegolf@live.com
Metcalfe Hall	Cheryl Whittle	19 Talbot Street East	Cayuga	905.318.5367 Ext. 507	cwhittle@haldimandcounty.on.ca

List of Potential Caterers in Haldimand and Norfolk

Caterer	Contact	Address	City	Phone	E-mail
Yours to Please Catering	Neeltie Arnott		Simcoe	519.426.1372	
The Golden Girls	Alicia Marie			289.244.3651	goldngirlz@live.com
Devlin's Country Bistro & Catering	Chris Devlin	704 Mount Pleasant Rd	Mount Pleasant	519.484.2750	devlins@kwic.com
Simply Entertaining	Liz Campbell	306 Nelson St. West	Port Dover	519.583.1734	
Belworth House	Tracy Winkworth	90 St James S.	Waterford	519.443.4711	
Shelly's Catering	Shelly	RR 3 Jarvis	Jarvis	905.779.3893	
Christine's Bakery & Fine Foods	Christine	2004 Main St. S.	Jarvis	519.952.0142	
Soup & Sandwich			Hagersville		
Twisted Lemon		3 Norton Street West	Cayuga	905.772.6636	chef@twistedlemon.ca
Jones Bakery & Catering	Mrs. Jones		Caledonia	905.765.2036	
Serafina's		14 Norfolk Street South	Simcoe	519.426.9990	

Examples of Promotional Flyers

The Haldimand-Norfolk Health Unit and Project Health would like to invite you to attend a fun and interactive

WORKPLACE HEALTH NETWORKING BREAKFAST ON

An Employer's Guide to Workplace Health: Putting Health Back in Health and Safety

Please join **Giovanna Ferrara**, an Organizational Health Consultant, who will provide participants with:

- Skills to create effective workplace health plans
- A overview of comprehensive workplace health
- Practical ideas and strategies
- Costs related to unhealthy employees
- Benefits of healthy workplaces
- Available community resources

FREE

Who should attend?

We invite individuals who have a vested interest in the health of employees such as:

- HR managers
- Health and safety representatives
- Wellness committee members
- Occupational health and safety nurses

Continental breakfast provided

Please RSVP Julia Hartley
519-426-6170 Ext. 3236
julia.hartley@hnhu.org

Two separate sessions are available:

March 23, 2010 – 8 to 10 a.m.
Springview Farm Golf Course
657 Culver Rd, RR 3, Waterford, ON

February 9, 2010 – 8 to 10 a.m.
Ginger Bread House Restaurant & Country Inn
311 Haldimand, Highway 54 RR5,
Cayuga, ON



Simcoe: 519.426.6170 or 905.318.6623
Caledonia: 905.318.5367
www.hnhu.org • info@hnhu.org



-FRONT-

WORKPLACE HEALTH

Solutions for a Healthier Workplace

The Haldimand-Norfolk Health Unit's Workplace Health provides information and services at no charge to your company. Our program is directed at individuals who influence employee health and wellness and is supported by Health Promoters, Public Health Dietitians and Public Health Nurses who understand the link between employee health and performance.

Highlights of our services:

- Workplace Health newsletter
- Employee Health & Wellness newsletter
- Networking Breakfast sessions
- Consultation and support
- Health promotion resources, displays and lunch and learns
- Referral to community organizations

A Workplace Health Promoter is available to meet with companies to assist in creating a comprehensive workplace health plan.

This involves:

- Creating a workplace health plan
- Conducting a situational assessment using our needs assessment survey
- Providing a follow-up report on your workplace health results
- Producing a customized wellness plan based on your workplace needs and assist in policy development

Available Workplace Health topics include:

- | | |
|-----------------------|---|
| • Nutrition | • Sun sense |
| • Physical activity | • Injury Prevention |
| • Tobacco-free living | • Family Health |
| • Stress management | • Cancer Prevention |
| • Heart health | • Basic Communicable Disease Prevention |
| • Work/life balance | |

The Haldimand-Norfolk Health Unit supports workplaces on many different levels and is committed to helping your company move towards a healthier workplace.



Please contact Julia Hartley, Workplace Health Promoter at 519-426-6170 Ext. 3236, julia.hartley@hnhu.org for more information.
www.hnhu.org • info@hnhu.org

HealthUnit
 Haldimand-Norfolk

-BACK-

The Haldimand-Norfolk Health Unit and Project Health would like to invite you to attend a fun and interactive

WORKPLACE HEALTH NETWORKING BREAKFAST ON

Preventing Workplace Violence and Harassment: Preparing for Bill 168

Bill 168 is an Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace that will come into place on June 15, 2010.

\$15
registration
fee for each
session

Please join **Andrew Harkness, Senior Strategy Advisor, Healthy Workplaces with the Industrial Accident Prevention Association (IAPA),** who will provide participants with:

- Increased awareness of workplace violence and harassment and the harmful impacts on organizations and their employees
- Skills on how to save time and money by integrating Bill 168 requirements into existing OHS policies, procedures and programs
- Practical, hands-on solutions and tools
- Available community resources



Who should attend?

We invite individuals who have a vested interest in the health of employees such as:

- Human Resources
- Managers and supervisors
- Health and safety representatives
- Wellness committee members
- Occupational health and safety nurses

Two separate sessions are available:

- May 12, 2010 – 8:00 to 10:00 a.m.
Twisted Lemon
3 Norton St. W., Cayuga, ON
- May 12, 2010 – 11:00 a.m. to 1:00 p.m.
Springview Farm Golf Course
657 Culver Rd, RR 3, Waterford, ON

Please RSVP Julia Hartley,
Workplace Health Promoter
519-426-6170 Ext. 3236 or 905-318-5367 Ext. 3236
julia.hartley@hnhu.org or visit www.hnhu.org
Click on left side bar "For Workplaces"



HealthUnit
Haldimand-Norfolk
www.hnhu.org • info@hnhu.org
Simcoe: 519.426.6170 or 905.318.6623
Caledonia: 905.318.5367

-FRONT-

WORKPLACE HEALTH

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This involves:

- Creating a workplace health plan
- Conducting a situational assessment using our needs assessment survey
- Providing a follow-up report on your workplace health results
- Producing a customized wellness plan based on your workplace needs and assist in policy development

Available Workplace Health topics include:

- | | |
|-----------------------|---|
| • Nutrition | • Sun sense |
| • Physical activity | • Injury prevention |
| • Tobacco-free living | • Family health |
| • Stress management | • Cancer prevention |
| • Heart health | • Basic communicable disease Prevention |
| • Work/life balance | |

The Haldimand-Norfolk Health Unit supports workplaces on many different levels and is committed to helping your company move towards a healthier workplace.



Please contact Julia Hartley, Workplace Health Promoter at 519-426-6170 Ext. 3236, julia.hartley@hnhu.org for more information.
www.hnhu.org • info@hnhu.org

HealthUnit
 Haldimand-Norfolk

-BACK-

The Haldimand-Norfolk Health Unit and Project Health would like to invite you to attend a fun and interactive

WORKPLACE HEALTH NETWORKING SEMINAR ON:

Motivating and Engaging Employees

\$15
registration

Please join Colleen Miller... a dynamic independent training consultant specializing in Strategic Planning, Human Resource Training and Development, and Keynote Addresses. 2009 Rotary Paul Harris Award Recipient and 2007 Citizen of the Year nominee in Brantford, Colleen is well known across Southwestern Ontario for her commitment to helping grow both the businesses and communities that she works in.

Going the Extra Mile - Why Bother?

Is a fun, fast paced, interactive session during which participants will:

- Define and explore the characteristics and levels of engagement.
- Assess and examine personal work behaviours in relation to peak performance and "Maslow's Theory".
- Recognize and understand Motivation and "Common Purpose".
- Discover the Single Most Important Lifestyle Priority.
- Explore strategies for transfer to the workplace - *what is in it for me?*

What:

Motivating and Engaging Employees

When:

December 1, 2010

Who should attend:

We invite individuals with a vested interest in the health of employees such as:

- Human Resource Managers
- Health and Safety Representatives
- Wellness Committee Members
- Occupational Health and Safety Nurses



Simcoe: 519.426.6170 or 905.318.6623
Caledonia: 905.318.5367
www.hnhu.org • info@hnhu.org



-FRONT-

Two separate sessions are available:

Breakfast Session:

December 1, 2010 – 8 to 10 a.m.
Ruthven Park
243 Highway 54,
Cayuga, ON N0A 1R0

Lunch Session:

December 1, 2010 – 12 to 2 p.m.
Springview Farm Golf Course
657 Culver Rd., R.R. # 3,
Waterford, ON N0E 1Y0

Please register early as space is limited.
Registration will close on November 24, 2010.
Cost of registration is \$15.
**Please note, payment is required in advance
by November 24, 2010.**

Cheques are payable to:
Haldimand-Norfolk Health Unit
12 Gilbertson Drive, P.O.Box 247,
Simcoe ON N3Y 4L1

To register, please call:
Dana Reynolds,
519-426-6170 Ext. 3265 or
905-318-5367 Ext. 3265
dana.reynolds@hnhu.org
or visit www.hnhu.org



Please contact Lina Hassen, Workplace Health Promoter at
519-426-6170 Ext. 3236, lina.hassen@hnhu.org for more information.
www.hnhu.org • info@hnhu.org

HealthUnit
Haldimand-Norfolk

-BACK-

The Haldimand-Norfolk Health Unit and Project Health would like to invite you to attend a fun and interactive

WORKPLACE HEALTH NETWORKING SEMINAR ON:

Creating Policy in the Workplace

Two
sessions

MARCH 15/11
Registration \$15/pp

Featuring the Accessibility for Ontarians with Disabilities Act (AODA)

Presentations will provide participants with:

- Information and resources on:
 - AODA requirements (all private and not-for-profit sectors will need to comply by 2012)
 - Physical Activity Workplace Policy
 - Nutrition Workplace Policy
- Skills on how to save time and money by integrating the AODA requirements, physical activity and nutrition programs into existing policies and procedures.

Who should attend:

Anyone with a vested interest in the health and safety of employees such as:

- Human Resource Managers
- Health and Safety Representatives
- Occupational Health and Safety Nurses
- Wellness Committee Members
- Business Owners & Managers



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Caledonia: 905.318.5367
www.hnhu.org • info@hnhu.org



-FRONT-

Creating Policy in the Workplace

Register Early – Space is limited!

Two separate sessions are available:

Breakfast Session:

March 15, 2011 • 8-10:30 a.m.
Best Western Little River Inn
203 Queensway W.
Simcoe, ON N3Y 2M9

Lunch Session:

March 15, 2011 • 12-2:30 p.m.
Hagersville Community Centre
62 Main St S,
Hagersville, ON N0A 1H0

Cost:

Cost of registration is \$15 per person.

Registration Information:

To register, please contact:

Dana Reynolds,
519-426-6170 Ext. 3265 or
905-318-5367 Ext. 3265
dana.reynolds@hnhu.org

Registration will close on Friday March 11, 2011.

**Please note, payment is required in advance
by Friday March 11, 2011.**

Cheques are payable to:

Haldimand-Norfolk Health Unit
12 Gilbertson Drive, P.O. Box 247,
Simcoe ON N3Y 4L1



Please contact Michelle Alvey at
519-426-6170 Ext. 3236, michelle.alvey@hnhu.org for more information.
www.hnhu.org • info@hnhu.org

HealthUnit
Haldimand-Norfolk

-BACK-

Examples of Newspaper Advertisements

The Haldimand-Norfolk Health Unit and Project Health would like to invite you to attend a fun and interactive

WORKPLACE HEALTH NETWORKING SEMINAR ON:

Motivating & Engaging Employees

Please join Colleen Miller...

a dynamic independent training consultant specializing in Strategic Planning, Human Resource Training and Development, and Keynote Addresses.

Breakfast Session:

Dec. 1, 2010 – 8 to 10 a.m.
Ruthven Park
243 Highway 54,
Cayuga, ON N0A 1R0

Please register early as space is limited (*Registration closes Nov. 24/10*).

Cost of registration is \$15. Payment is required in advance by Nov. 24/10. To register, please contact Dana Reynolds, Ext. 3265 at 519-426-6170 or 905-318-5367 or dana.reynolds@hnhu.org.



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Examples of Post-Session Surveys



Tell Us What You Think!

*Networking Breakfast – March 23rd, 2010
An Employer's Guide to Workplace Health:
Putting Health Back in Health and Safety*

- 1. Have you attended one of our Networking Breakfasts before?**

Yes

No

- 2. How would you rate the speaker?**

1= poor, 5=excellent (Please circle one)

1

2

3

4

5

- 3. How would you rate the networking session overall?**

1

2

3

4

5

- 4. List two things that you have learned at this session that you will take back to your workplace.**

- 5. What are two main topics that your workplace would like to see at future networking sessions?**

- 6. In order to sustain these sessions, the Health Unit will be required to charge a fee. How much do you think your workplace would be able to pay?**

\$10-\$15

\$15-\$20

\$20-\$25

- 7. Would you be interested in attending a lunch networking session from 11 to 1?**

Yes

No

Thank you



Tell Us What You Think!

*Workplace Health Networking Seminar – March 15, 2011
Creating Policy in the Workplace*

1. Have you attended one of our networking sessions before? (Please check one)

☐ Yes

☐ No

2. How would you rate the speaker? (Please check one)

1= very poor, 2= poor, 3= good, 4= very good 5= excellent

Speaker – Nancy Dubois (Healthy Workplace Policy)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Speaker – Beth Farmer (AODA)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

3. How would you rate the length of the networking session? (Please check one)

☐ too short

☐ just right

☐ too long

4. How would you rate the Networking session overall? (Please check one)

1=very poor, 2= poor, 3= good, 4= very good 5= excellent

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

5. List two things that you have learned at this session that you will take back to your workplace.

•

•

6. Does your workplace currently have nutrition and/or physical activity policies in place?

☐ Yes

☐ No

7. As a result of this networking session do you plan to implement nutrition and/or physical activity policies?

☐

Yes

☐

No

8. Would you like assistance implementing nutrition and/or physical activity policies in your workplace?

☐

Yes

☐

No

9. Please indicate a topic that you would like us to cover at a future Workplace Health Networking Session

Comments:

Thank-you



Leaders in Rural Health
www.hnhu.org • info@nhu.org

○ **Simcoe** | 12 Gilbertson Dr.,
P.O. Box 247, Simcoe ON N3Y 4L1
T: 519.426.6170 or 905.318.6623
F: 519.426.9974

○ **Caledonia** | 282 Argyle St., S.,
Caledonia ON N3W 1K7
T: 905.318.5367
F: 905.765.8905