



PROMOTE & IMPLEMENT

 *your program*

**Here are some
helpful tips for
implementing
your action plan**

Putting your plan into action

Your Action Plan should guide you when to start new activities.

- Be realistic when setting timeframes for each action, as things can often take longer than expected.
- Keeping accurate program records will help you review your program regularly. Record:
 - Completed and planned actions;
 - Evidence of workshops, seminars or activities conducted;
 - Feedback from workers;
 - Participation numbers; and
 - What worked well or didn't work.

Promotion and communication

- Motivating staff to participate is critical. No matter how good your Action Plan is, it won't be effective if no one participates. Clear and frequent communication will help to reach all workers. Don't forget to include:
 - Shift workers;
 - Casual and part-time workers;
 - Workers who speak languages other than English; and
 - Workers who frequently work off-site.
- Promote your *Get Healthy at Work* actions at staff meetings or toolbox talks. This will allow workers to ask questions face-to-face and understand the purpose of the program.
- Share worker experiences to inspire workers to get involved, for example, if your goal is to increase the number of people who walk, cycle or take public transport to work, you could include profiles of workers who have successfully changed their travel mode in your newsletter.
- Link your actions with a range of health promotion days and events throughout the year, for example, hold a smoking cessation education session on World No Tobacco Day.

Ways to promote your program

- Hold a program launch to announce the commencement of your program and help create a 'buzz', for example, host a healthy breakfast, lunch or morning tea.
- Use eye-catching posters and place them in high traffic areas. Include a regular update in your staff newsletter, intranet or via email.



Maintaining your program over the long term

To maintain your program over the long term, consider:

- **Staffing:** An adequate number of staff need to be involved in the implementation of your program.
- **Access:** Ensure workers are able to access all of your planned activities by offering them on-site or close to your worksite, and at different times of the day.
- **Equity:** Consider how to involve groups of workers with specific needs, including:
 - Part time workers;
 - Shift workers;
 - Workers who speak a language other than English.
- Senior management should be encouraged to actively participate in the program to act as role models.
- **Cost:** Using resources within your organisation and low cost resources can help manage the cost of activities.
- **Incentives and rewards:** These can help motivate participation, provide a reason to change behaviour and improve long term commitment to healthier habits. For example:
 - Achievement awards for those who have improved their lifestyle (for example, quit smoking or started exercising regularly);
 - Competitions with prizes based on participation or the amount of a particular health activity undertaken each week
 - Incentives could be things like drink bottles or towels, vouchers from local businesses, or flexible working options for a period of time.
- **Time:** Most workers are busy at work and at home. Consider the length and time of day when planning events or activities.
- **Knowledge:** To keep workers motivated, provide information about the benefits to the individual of engaging in healthy behaviours.

