



Manager and Supervisor Wellness Training

Introduce self and training

Instruct participants to complete the pre-test

Collect the pre-test

Pass out the Activity Worksheet

1.

INTRODUCTION

What is wellness?

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Ask – What is wellness?

Allow approximately 2 minutes for people to answer

Wellness is...

an active process of becoming aware of and making choices toward a healthy and fulfilling life.

It encompasses:

- ▷ Workplace Culture
- ▷ Diversity, Equity, and Inclusion
- ▷ Mental and Emotional Health
- ▷ Built Environment
- ▷ Nutrition and Hydration
- ▷ Physical Activity
- ▷ Safety



Define wellness – “an active process of becoming aware and making choices toward a healthy and fulfilling life”

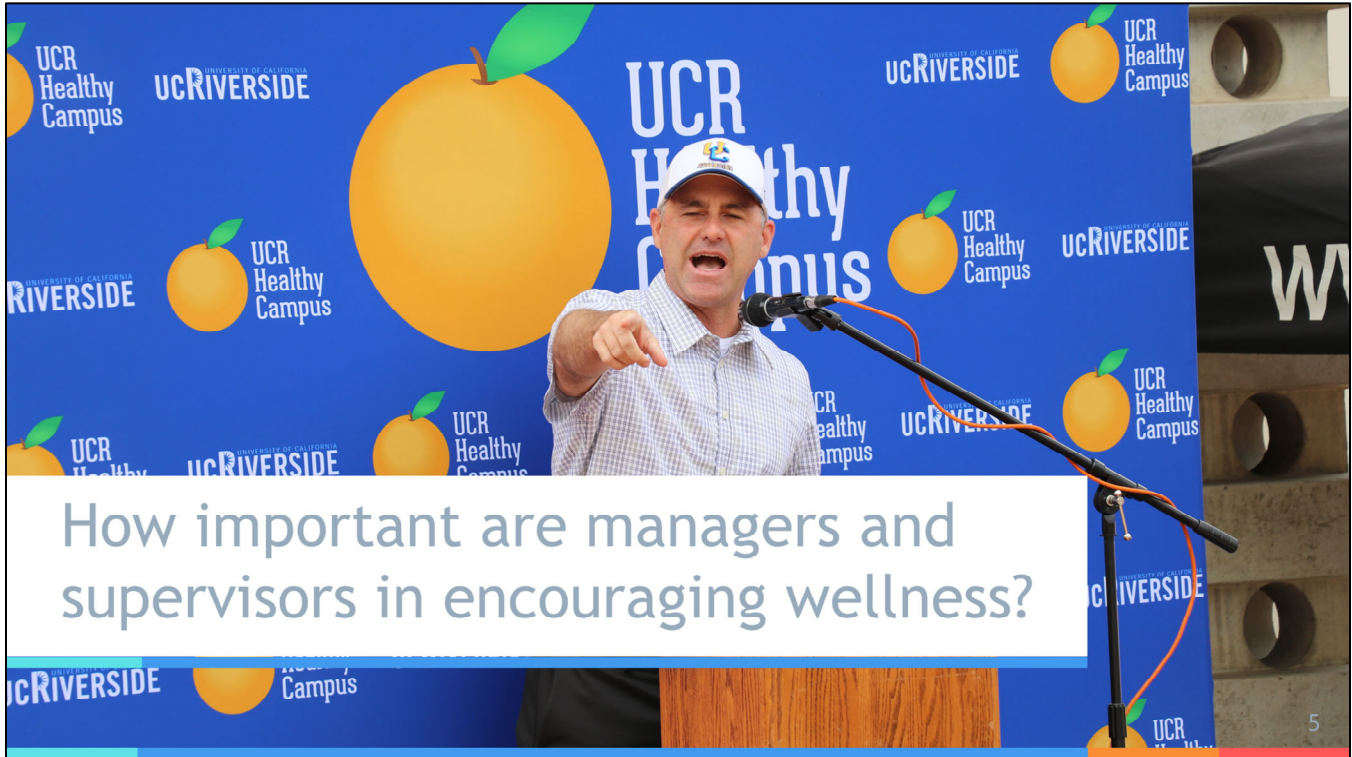
Describe that wellness encompasses many principles, as listed on the slide. Relate the answers given on slide 2 to the categories listed on the slide.

Why is Wellness Important?

- ▷ Costs
- ▷ University's Image
- ▷ Other Benefits

A healthy workplace allows the University to operate more effectively and enables faculty and staff to better serve students.

- Costs
 - Poor employee health is costly to the University
 - There are many benefits to having healthy employees, including healthcare cost reduction
 - Many healthy activities are free/no cost, such as group walks or stretch breaks during meetings
- University's Image
 - Demonstrates social responsibility in the community
 - Creates added value for donors and stakeholders
 - Enhances employee engagement
 - Improves employee health, morale, job satisfaction and productivity
- 3. Other Benefits for the University
 - Improves faculty and staff productivity
 - Reduces absenteeism/presenteeism
 - Enhances faculty and staff recruitment/retention
 - Decreases turnover



An organization's leadership is the most important predicting factor for the well-being of employees.

As managers and supervisors, you have great influence on the extent to which people on your team either engage or do not engage with wellness. You can encourage your team and you can enable your team to encourage each other.

It is your responsibility to create work conditions that enable success, creating a healthy workplace is one of the ways you can do that.

Without leadership support, faculty and staff will not engage with wellness opportunities on campus.

2.

THE PROBLEM

What are some wellness problems someone might face at work?

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Ask – What are some wellness problems someone might face at work?
Allow approximately 2 minutes for people to answer.

People might discuss the following; you can also mention these to get conversation started:

Demands

- Work overload
- Work underload
- Unpredictable work patterns
- Negative work environment

Control

- Low participation in decision-making
- Lack of control over workload

Interpersonal Relationships

- Social or physical isolation
- Interpersonal conflict
- Poor relations with manager/supervisor or colleagues

Clarity of Roles

- Lack of understanding of a person's role within their department
- Lack of understanding of a person's role within UCR
- Conflicting roles

Change

- Poorly managed change

- Poorly communicated change

Job Content

- Lack of variety
- Short work cycles
- Fragmented or meaningless work
- Underuse of skills
- Uncertainty

Work Schedule

- Shiftwork
- Night shifts
- Inflexible schedules
- Unpredictable hours
- Long or unsociable hours

Environment and Equipment

- Inadequate equipment availability
- Suitability and maintenance of equipment
- Poor environmental conditions (lack of space, lack of light, excessive noise)

Lack of Support

- Perceived lack of help with problem solving
- Perceived lack of help with personal or professional development

 **70%**

of diseases in the U.S. are preventable or postponable

 **35%**

of workers in the U.S. say that their jobs are harming their physical or emotional health

 **259,500**

premature deaths could be prevented annually in the U.S. if people practiced wellness

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About 70% of diseases in the United States are preventable or postponable

- These illnesses are associated with many modifiable risk factors such as
 - Smoking
 - Obesity
 - Physical inactivity
 - Excessive alcohol consumption
 - Poor diet
 - High stress
 - Social isolation

35% of workers in the U.S. say that their jobs are harming their physical or emotional health

- Workplace stress contributes to chronic health problems such as
 - Cardiovascular disease
 - Musculoskeletal disorders
 - Psychological disorders

259,500 premature deaths could be prevented annually in the U.S. if people practiced wellness

- These deaths are due to the five leading causes of death in the U.S.
 - Diseases of the heart
 - Cancer

- Unintentional Injuries
- Cerebrovascular Diseases (stroke)
- Chronic Lower Respiratory Diseases

Slide References:

70% of diseases in the U.S. are preventable or postponable. -

<https://www.ncbi.nlm.nih.gov/pubmed/18173386>

35% of workers in the U.S. say their jobs are harming their physical or emotional health - <https://www.stress.org/wp-content/uploads/2011/08/2001Attitude-in-the-Workplace-Harris.pdf>

259,500 deaths could be prevented annually in the U.S. if people practiced wellness -

<https://www.cdc.gov/media/releases/2014/p0501-preventable-deaths.html>

→ **15.1%**

of faculty agreed that leaders at UCR are actively engaged in promoting and role-modeling health and well-being

→ **53.0%**

of staff agreed that leaders at UCR are actively engaged in promoting and role-modeling health and well-being

Management must embrace wellness as a necessary component of good organizational outcomes

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According to the 2018 Healthy Campus Survey:

15.1% of faculty and 53.0% of staff agreed that leaders at UCR are actively engaged in promoting and role-modeling health and well-being

- Managers' beliefs and attitudes towards employee wellness programs have significant impact on levels of participation and subsequent successful outcomes of employee wellness programs.
- Management must embrace wellness as a necessary component of good organizational outcomes.

Slide References:

UCR HCI Campus Wide Survey Stratified by UCR Affiliation (2017 vs. 2018). (2018). Presentation.



23.3%

of faculty agreed that UCR cares about their health and personal well-being



63.0%

of staff agreed that UCR cares about their health and personal well-being

Institutional support of employee wellness programming is necessary

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In focus groups, both faculty and staff discussed the importance of creating a culture of health and emphasized the role of leadership serving as role-models and enablers of wellness activities.

They expressed a need for:

- The sharing of information
- Trainings on healthy environments
- Access to more health information such as healthy food options and mental health resources on campus
- Work-life separation and work-life balance to be modeled by management, and supported by the campus culture

Slide References:

UCR HCI Campus Wide Survey Stratified by UCR Affiliation (2017 vs. 2018). (2018). Presentation.



Activity 1

What is **one** wellness problem your team is facing that you would like to address?

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Instruct participants to complete activity 1 on the activity worksheet – approximately 5 minutes

3.

THE SOLUTION

What are you already doing to promote wellness on campus?

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Ask – What are you already doing to promote wellness on campus?
Allow approximately 2 minutes for people to answer.



Acknowledge people had great examples. The next several slides will explain what else you can do as a manager or supervisor.

Be a Role Model

Visibly demonstrate and value good health

- ▷ Exercise on lunch breaks
- ▷ Participate in wellness events
- ▷ Practice good nutrition and hydration
- ▷ Keep your own stress levels manageable
- ▷ Incorporate stretch breaks throughout your day (including during meetings)

Modeling healthy behavior is very important as a manager and supervisor.

Review bullet points on how to visibly demonstrate and value good health.

Communicate about Wellness

Introduce and endorse well-being initiatives, activities, and programs

- ▷ Word of mouth
- ▷ Emails
- ▷ Bulletin board/Postings
- ▷ Talk about wellness while onboarding a new hire
- ▷ Talk about and practice wellness at meetings

It is also important that you communicate about wellness with your team.

Review bullet points on how to introduce and endorse well-being initiatives, activities, and programs.

Recognize Others

Acknowledge and appreciate wellness and non-wellness related efforts and achievements of faculty, staff, and other managers

- ▷ Highlight them at department meetings
- ▷ Send an encouraging email
- ▷ Write a quick note
- ▷ Say thank you in person

Valuing your team for their work is a great way to contribute to a healthy workplace.

Review bullet points on how to acknowledge and appreciate wellness and non-wellness related efforts and achievements of faculty, staff, and other managers.

Be Flexible

Be flexible to encourage wellness behaviors and reduce faculty and staff stress

- ▷ Scheduling flexibility (time)
- ▷ Workplace flexibility (location)

Flexibility is an essential characteristic of a leader in a healthy workplace.

Review bullet points on how to be flexible to encourage wellness behaviors and reduce faculty and staff stress.

- Mention UCR's Alternative (Flexible) Work Schedule guidelines

Make Work Meaningful

Make responsibilities clear, and ensure faculty and staff have the opportunity to give input

- ▷ Talk to each member of your team about:
 - What they are supposed to do
 - How their work contributes to the UCR mission
- ▷ Include your team members in decision making discussions

As a leader, one of your roles is to help your team find meaning in their work.

Review bullet points on how to make responsibilities clear, and ensure faculty and staff have the opportunity to give input

Invest in Others

Encourage and support the personal and professional development of faculty, staff, and other managers

- ▷ Encourage other managers to attend this training
- ▷ Email the UCR Professional Development Course catalog to team members
- ▷ Encourage team members to use LinkedIn Learning
- ▷ Share volunteer opportunities with team members

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Investing in your colleagues and subordinates will promote a supportive and healthy workplace.

Review bullet points on how to encourage and support the personal and professional development of faculty, staff, and other managers.

Promote Civility and Respect

Require faculty and staff to be respectful and considerate in their interactions with one another

- ▷ Clearly define for all what steps to take if unprofessional behavior is taking place
- ▷ Include equity and inclusion in the department goals or value statements
- ▷ Enable team members to attend a cultural diversity event on campus each quarter

Respect is central to a positive work environment, as leaders you most model and promote civility and respect.

Review bullet points on how to require faculty and staff to be respectful and considerate in their interactions with one another.

Get Others Involved

Announce your support for participating in wellness programming, and encourage faculty, staff, and other managers to participate

- ▷ Designate faculty and/or staff members to serve as Wellness Ambassadors
- ▷ Enable others to attend monthly “Walk and Talks”
- ▷ Enable others to join a Healthy Campus subcommittee
- ▷ Include a conversation about wellness during a new faculty or staff member’s first day.

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Remember, you don't have to do it all by yourself. You can get others on your team involved in these activities.

Review bullet points on how to announce your support for participating in well-being programming, and encourage faculty and staff, and other managers to participate.



Activity 2

With the person next to you, brainstorm **three** possible solutions to the wellness problem you write in Activity 1.

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Instruct participants to complete activity 2 on the activity worksheet – approximately 5 minutes

4.

EXPECTED OUTCOMES

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There are both short-term and long-term benefits to having a healthy workplace.

Potential Short-Term Outcomes

- ▷ Happier faculty and staff
- ▷ Enhanced faculty and staff engagement
- ▷ Improved teamwork
- ▷ Improved interpersonal relationships
- ▷ Easier to make a healthy choice
- ▷ Reduced peer pressure to engage in unhealthy activities

Review bullets

Depending on what changes you implement, you might expect to see some of these outcomes when using the solutions you brainstormed on your activity worksheet.

Long-Term Expected Outcomes

- ▷ Healthier workforce
- ▷ Decreased healthcare costs
- ▷ Improved image of department and University
- ▷ Other Benefits

Review Bullets

Other Benefits include:

- Increased productivity
- Reduced absenteeism and presenteeism
- Enhances employee engagement
- Improves employee morale and job satisfaction
- Enhances faculty and staff recruitment/retention
- Decreases turnover



Activity 3

Pick **one** of the three possible solutions you brainstormed and circle it. After you implement this solution, how will you know it worked?

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Instruct participants to complete activity 3 on the activity worksheet – approximately 5 minutes

5.

OVERCOMING BARRIERS

Why might it be difficult to improve wellness?

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Ask – Why might it be difficult to improve wellness?
Allow approximately 2 minutes for people to answer.

Which barriers, if any, prevent you from participating
in UCR's campus health and wellness programs?
Check all that apply

	Faculty - 2018 %	Staff - 2018 %
Lack of Time	82.4	63.7
Unable to attend due to family obligations	70.3	43.8
I'm not interested in what is offered	68.9	39.8
Unable to attend due to work schedule	23.0	11.4
Inconvenient time or location	6.8	11.0

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Review 2018 HC Survey Data

Faculty and Staff both cited **lack of time**, **family obligations**, **lack of interest**, and **work schedule** as reasons for not attending wellness program activities.

Barriers for Managers/Supervisors

- ▷ Time
- ▷ Workload
- ▷ Scheduling restrictions
- ▷ Understaffed
- ▷ Lack of knowledge
- ▷ Lack of space
- ▷ Lack of funding

As a manager, you might find that it is difficult to take care of your own wellness, and/or that it is difficult to create a healthy workplace. Review bullets as some of the barriers managers face.



Activity 4

With the person next to you, discuss what barriers you might face when implementing the solution you circled in Activity 2. How will you overcome these barriers?

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Instruct participants to complete activity 4 on the activity worksheet – approximately 5 minutes

6. RESOURCES

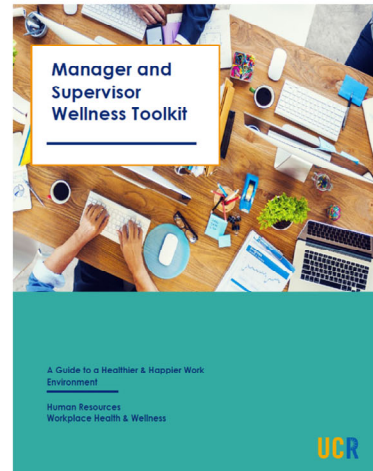
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Although there are barriers to promoting wellness within your team, there are resources available. If you had a hard time thinking of solutions to the barriers you listed in activity 4, some of these resources might help.

Manager and Supervisor Toolkit

<https://hr.ucr.edu/about-us/workplace-health-wellness/wellness/manager-and-supervisor-wellness-toolkit>

Discusses what a healthy workplace looks like, a manager/supervisor's role in creating a healthy environment, and provides healthy tips

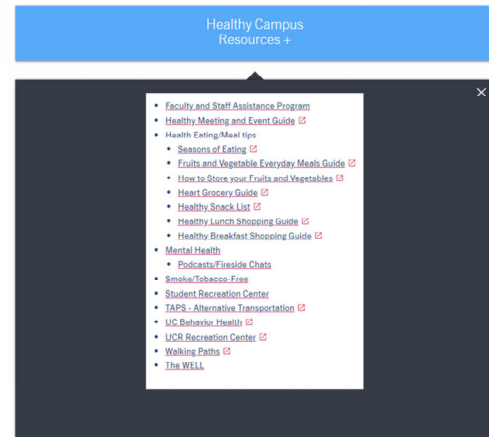


This toolkit gives more detailed information about what we have discussed today.

Healthy Campus Website

<https://healthycampus.ucr.edu/>

Database of stretching ideas, tips on walking meetings, wellness ambassador information, etc.



The Healthy Campus Website has many resources including tip sheets, links to more resources, and information about wellness partners.

Employee Resources

Faculty Staff Assistance Program (FSAP)

▷ <http://hr.ucr.edu/employee-resources/faculty-and-staff-assistance-program>

Professional Development

▷ <http://hr.ucr.edu/employee-resources/professional-development>

UCR Discounts

▷ <http://hr.ucr.edu/employee-resources/ucr-discounts>

Lactation Accommodation Program

▷ <http://hr.ucr.edu/employee-resources/lactation-accommodation-program>

You can refer employees to these resources depending on their needs

Healthy Department Certification

<https://hr.ucr.edu/about-us/workplace-health-wellness/wellness/healthy-department-certification>

Get a gold certification for your department through the Healthy Department Certification program.



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You can encourage your team to submit an application to get certified as a healthy department. The Healthy Department Certification website has a useful worksheet with many resources to make simple changes within the department.



Remember

*As a manager or supervisor **you** are the most important person in creating a healthy workplace and enabling wellness here at UCR.*

As leaders on this campus you are very important to changing the culture and creating a healthy workplace.

Thanks!
Any questions?

You can contact Julie Chobdee, Wellness Program
Coordinator at Julie.Chobdee@ucr.edu

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Answer questions

Ask participants to complete and submit the post-test before leaving

Credits

Special thanks to everyone who made this training possible:

- ▶ Julie Chobdee, Wellness Program Coordinator
- ▶ Jacqueline Leslie, Wellness Program Specialist

Presentation by Sage Overoye, Wellness Program Intern