



Worksite Wellness TurnKey Program

Smart Moves

A twelve-week weight loss & maintenance
support group



Smart Moves

Smart Moves is a twelve-week weight loss and maintenance support group which enables employees to encourage and hold one another accountable as each works toward attaining or maintaining a healthy weight.

Weekly meetings are designed to last approximately 20 minutes. Discussion topics are intended as a review of key behaviors which support weight loss and maintenance. For participants who are new to the Eat Smart, Move More NC movement, the discussions serve as an introduction to the lifestyle changes necessary to achieve and maintain a healthy weight.

Wellness committees will need to reserve a meeting place for 12 weeks, appoint a group facilitator and procure necessary equipment. Facilitators will find downloadable and printable materials including:

- announcement poster
- sign-up sheet
- weekly facilitation guides
- weekly newsletters
- BMI chart
- evaluation form
- certificate

Tools for Success

Designate

- facilitator
- meeting time
- meeting place



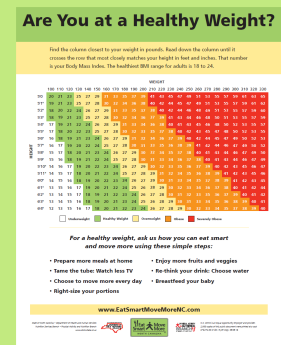
Procure

- scales
- measuring tape
- media player
- hand weights or stretch bands
- lunch bags



Download

- announcement poster
- sign-up sheet
- facilitation guides: weeks 1 - 12
- newsletters: weeks 1 - 12
- BMI chart
- progress record
- measurement form
- certificate
- evaluation form



Download additional Turnkey Programs and other resources for worksite wellness at www.EatSmartMoveMoreNC.com.

Step-by-Step Guide for Organizing a Smart Moves Group

1. Talk with management about organizing a Smart Moves group. Show them the promotion materials. Remind management that enabling employees to attain and maintain a healthy weight will help employees be healthier.
2. Designate a Smart Moves coordinator. The coordinator will reserve the meeting space, promote the group, post sign-up sheets and recruit a meeting facilitator. The coordinator will serve as the point of contact and registrar.
3. Determine the start and end dates.
4. Announce the formation of the Smart Moves group and its start and end date to all employees at your worksite. Download a sample announcement poster at www.EatSmartMoveMoreNC.com. Announcements can be e-mailed to all employees or posted.
5. Recruit participants by posting the sign-up sheet in appropriate places. The sign-up sheet can also be downloaded from the website referenced below.
6. The Smart Moves coordinator will put together an e-mail distribution list and provide for the meeting facilitator.
7. Each week the facilitator will lead the 20-minute meeting using the facilitated agenda provided in the weekly Facilitator's Guides. Download these guides at www.EatSmartMoveMoreNC.com.
8. The facilitator will set up and put away the scales each week and distribute the weekly newsletters to participants. Download these newsletters at



- www.EatSmartMoveMoreNC.com. Print or email each newsletter to participants.
9. Remind participants of the last week of meetings about one week in advance. Discuss the possibility of beginning another group.
 10. E-mail the evaluation form at least one week prior to the end of the support group. Request participants complete the form and return it at the last meeting. Download the evaluation form at www.EatSmartMoveMoreNC.com.
 11. Award each participant a certificate of achievement. Congratulate participants who achieve their personal health goal.
 12. Evaluate the Smart Moves group. Talk with the participants to ask them if they enjoyed participating. Collect completed evaluation forms or you design your own simple, free online survey at www.freeonlinesurvey.com. Other sites you can use for a fee include www.zoomerang.com and www.surveymonkey.com.
 13. Talk with management about program success. Let them know how many people participated and program results.

