

# Offering Programs in 2023

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# Agenda

1. Why Offer Programs
2. SFHSS Well-Being Activities
3. Department Led Activities
4. How to Request Activities
5. Why Offer Challenges
6. Department Challenges
7. Submitting Spotlights
8. Ordering Incentives
9. Next Steps



# Well-Being Programs

Offering Programs provides opportunities for employees to engage in well-being activities during their workday.





# Why Offer Programs?

- ✓ Healthy habits support employee morale and resiliency.
- ✓ Offering programs create a culture of caring.
- ✓ Tailoring programs to make them effective for your department's workforce.
- ✓ Engaging your workforce can lead to long term health outcomes and higher productivity.

# Types of Programs

1

SFHSS Sponsored Well-Being Activities

Department requests activity through SFHSS. Check out available offerings on the [Activities Description List](#).

2

Department Led Activities

Led and implemented by Champions or your department (non-SFHSS sponsored event).

# SFHSS Well-Being Activities

## In-person

- Workshops/Seminars \*
- Group exercise classes
- Well-Being Toolkits/Challenges
- Stretch breaks
- EAP trainings\*
- Biometric health screenings
- Team building activities
- Flu shot clinics\*
- Health/Wellness fairs

\*Limited Availability

## Vitrual

- Webinars
- Virtual group exercise classes
- Well-Being Toolkits/Challenges
- Stretch breaks
- EAP trainings\*
- Lifestyle coaching
- Healthy lifestyle programs
- Team building activities
- Health/Wellness fairs

# SFHSS Partners

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EMPLOYEE  
ASSISTANCE  
PROGRAM

WE'RE HERE *For You*



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# New 2023 Offerings from SFHSS Partners

View more details: [Activities Description List](#)



Revamped trainings:

- General EAP Orientation
- EAP Essentials for Managers, Supervisors, and HR Professionals
- Making Work, Work Series
- Managing Stress



- Creating Psychological Safety in the Workplace
- Deskercise, Taking Care of Your Body During the Workday
- How to Delegate at Work and in Life
- Breathing Techniques to Relive stress and Improve Health



- Communication Skills
- Financial Well-Being
- Resiliency in Action
- Good for You, Good for the Plant
- Building Healthy Meals
- HES Challenges



- Tai Chi
- Feldenkrais



- Sleep
- Finding Your Voice for Weight Loss

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# Requesting an SFHSS Activity



## 1. Select the Activity

Review the [Activities Description List](#) online. Choose the activity/activities that is the best fit for your department.



## 2. Submit a Request

Complete the [Activity Request Form](#) online. Please provide as much details as possible. Most activities requires 6-8 weeks advance lead time.



## 3. Notify Well-Being/Coordinator

Email [well-being@sfgov.org](mailto:well-being@sfgov.org) and cc your Coordinator to let us know you have submitted a request(s). It may take up to 10 business days to receive a confirmation email.

# Department Led Activities

## Examples:

- Trainings, seminars or professional development workshops that supports employee's well-being
- Department challenges/contests
- Group exercise class facilitated by your department
- Team engagement/building opportunities
- Employee appreciation events
- Holiday/social celebrations
- Health/Wellness fairs/events
- Meeting energizers or ice breakers



# Best Practices: Offering Programs

①

Know your audience

②

Make it meaningful  
and impactful

③

Consider different  
platforms/locations  
to offer

④

Be thoughtful on  
when and how long  
the activity should  
take

# Department Led Activity Spotlight

Sonya Harris,  
DBI Champion

## DBI & SFFD - Wellness Fair

The DBI & SFFD Wellness Fair took place on September 14, 2022, at 49 South Van Ness Avenue.

This event was a fantastic joint venture between the Department of Building Inspection and the Fire Department. The Wellness Fair was a fantastic way to celebrate employee's health and well-being that got many through the pandemic! Various health and well-being activities were offered throughout the event. Activities included were: Indoor plants 101, Food Demo, Health Screenings, Yoga, Tai Chi, trivia games, and more! All attendees were treated to fresh fruit, healthy snacks and table giveaways.

Big thanks to the San Francisco Health Services System (SFHSS) who helped organize a portion of the fair and provided goodies and prizes for our raffle!

Both DBI and Fire staff received positive feedback, and everyone was happy for the chance to get together in person again! After the success of the first Wellness Fair at 49SVN, employees expressed that they can't wait for the next well-being event!

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# Department Led Activity Spotlight

Veronica Flores,  
CPC Champion

## CPC - Parol Lantern Workshop

The Department invited SOMA Filipinas to the office to host a Parol Lantern Workshop. About 30 staff members joined the event and had the opportunity to learn more about the history, tradition, and what a Parol lantern means to a Filipino household during the holiday season. The event was informative and engaging and raised awareness and education per the Department's diversity and inclusion vision. Everyone enjoyed crafting their Parols and trying some traditional Filipino foods: Pancit and Lumpia.

Participants came from all divisions of the department and demonstrated the interest in and joy of cultural exchange. This activity was especially meaningful being led by a community partner.

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# Department Led Activity Spotlight

Holly Lopez,  
SFHSS Champion

## SFHSS - All Staff Department Retreat

The SFHSS Champions initiated the departments first ever All Staff Retreat on 9/29/2022

The retreat took place at Pier One and highlighted strategic planning, team building and staff appreciation. The level of engagement and energy was high – everyone seem to really enjoy themselves. Activities and discussions that took place throughout the day:

- DISCK Team building
- Plant Activity
- Strategic Planning
- OE Pictionary
- Scavenger Hunt

What was accomplished at our retreat was vital to the success and well-being of our department. Staff enjoyed the day of collaboration, togetherness and activities within divisions.

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# Department Led Activity Spotlight

Shannon Lee,  
SFPW Champion

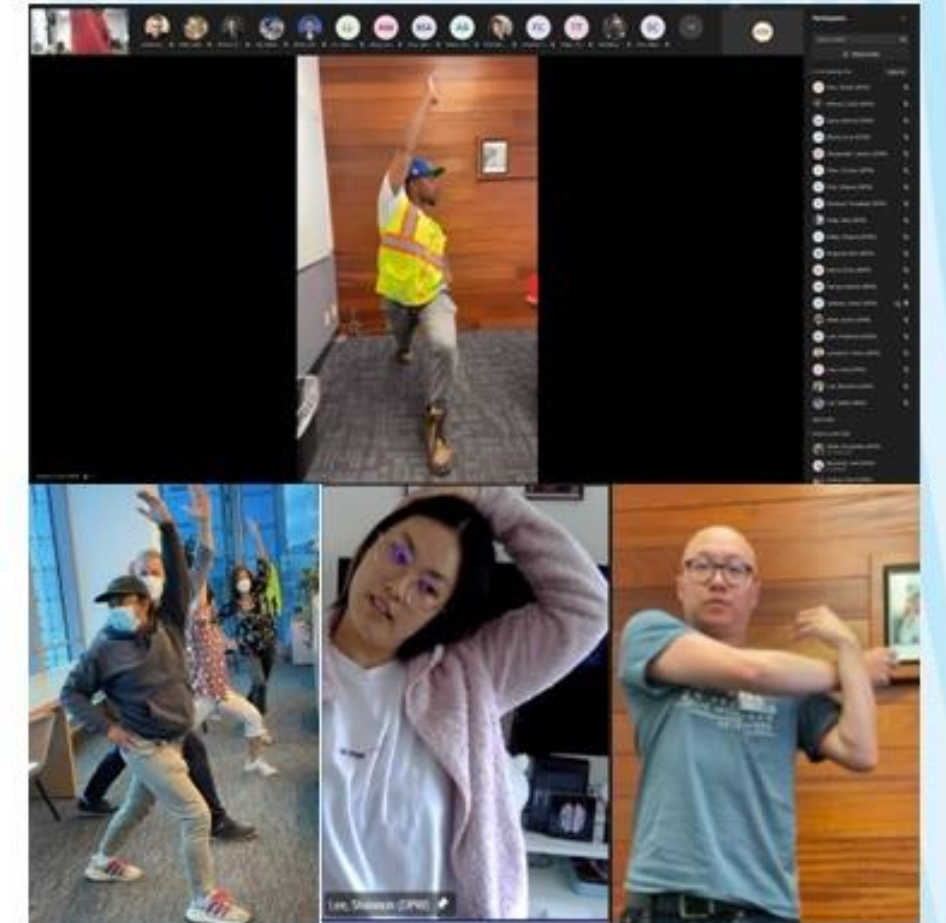
## SFPW - Super Health Heroes

Public Works Connect Team promoted and championed for employees to be their own hero, reminding everyone not to go stealth on their health. The team hosted virtual stretch breaks and organized short walks around the city with coworkers.

Several employees from different locations participated in the activities on MS Teams and in-person together. The activities helped employees engage with each other and to take time to focus on their health, to boost employee morale and emotional well-being. This campaign was in tandem to the upcoming employee health fair at the Yard.

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# W@W Annual Plan: Offer Programs

## Engagement Tab

OFFER PROGRAMS: ENGAGEMENT ANNUAL PLAN			
<b>Goal:</b>	Offer programs to increase engagement and to provide opportunities for employees to develop and practice healthy habits at work.		
<b>Objective:</b>	Offer/Implement <b>at least FOUR (1/FYQ)</b> SFHSS Well-Being Activities ( <a href="https://sfhss.org/well-being/WB-activities">https://sfhss.org/well-being/WB-activities</a> ) over the course of the fiscal year.		
<b>Objective:</b>	Offer <b>at least one</b> Department-Led Activity or using the SFHSS Toolkit ( <a href="https://sfhss.org/well-beingatwork/toolkits-campaigns">https://sfhss.org/well-beingatwork/toolkits-campaigns</a> )		
PLAN & DOCUMENT OFFER PROGRAMS EFFORTS			
Focus Area	Targets and Timelines	Annual Plan	Date of event, name of activity
Offer Programs		<a href="#">Virtual/In-Person SFHSS Activity #1</a>	
Offer Programs		<a href="#">Virtual/In-Person SFHSS Activity #2</a>	
Offer Programs		<a href="#">Virtual/In-Person SFHSS Activity #3</a>	
Offer Programs		<a href="#">Virtual/In-Person SFHSS Activity #4</a>	
Offer Programs		<a href="#">Department Led Activity (Toolkit)</a>	
Offer Programs		Department Led Activity	



# Well-Being Challenges



# Why Offer Well-Being Challenges?

- ✓ Boosts employee morale, productivity and builds a sense of community/belonging.
- ✓ Helps to motivate employees to practice healthy habits by setting goals.
- ✓ Creates learning opportunities through quizzes and resources available.
- ✓ Provides engaging tools for tracking and employees can follow their progress.
- ✓ Provides social connection opportunities through teams, and/or a buddy system.
- ✓ Builds team comradery, creates friendly competition between coworkers.
- ✓ Opportunity to bring fun into the workplace.

# Department Pilot Opportunity: Challenges



**Nourish**



**Renew**



**Well Traveled**



# What is Nourish?

Eating more nutrient-rich and less nutrient-deficient food increases energy, lifts mood, and sharpens focus... while enhancing well-being and helping you thrive.

Nourish helps build and reinforce healthy eating, sleep, exercise, and mindfulness habits — leading to the healthiest you.

## Details

- Each healthy habit you record contributes to growing a virtual plant bearing vegetables, fruit, or grains from around the world.
- The goal is to grow 30 plants during the 6-week program.
- Aim for at least 5 plants a week to reveal delicious, healthy recipes featuring the ingredients you've grown.

## Features:

- Participate solo or join a team
- Weekly Thrive Thursday challenges
- Social features
- Mobile app

[Watch the Demo Video](#)



Renew™

# What is Renew?

Renew is a program to reinvigorate your mind and body, clarify purpose, and strengthen relationships. It offers strategies for all aspects of well-being – physical, mental, social, and emotional.

## Details

- Aim for 1 activity a day
- Choose activities that matter most to you
- Reveal a portion of a serene scene each time you record activities Aim for 1 completed scene every week
- Your 6-week program goal is to complete 6 scenes

## Interest Areas - Choose from 30+ Renew activities in 4 interest areas:

- Boost
- Happiness
- Create Calm
- Sharpen Focus
- Increase Energy

## Features

- Social features
- Mobile app

[Watch the Demo Video](#)

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# What is Well Traveled?

What if you could go coast to coast without boarding a plane, hopping on a bus, or gassing up the car? Well, now you can (sort of) in Well Traveled. With this virtual trip, you'll:

- Travel from state to state, stopping at the country's most amazing hot spots as you record health behaviors.
- View postcard-perfect images and bet-you-didn't-know descriptions.
- Build well-being habits that last long after your country-wide tour is over.

## Details

- Each day you'll visit a new attraction, earning points and pins as you record physical activity[, plus various health behaviors.
- Answer a fun trivia question, learn about each attraction, and collect badges.

## Features:

- Participate solo or join a team
- Weekly Thrive Thursday challenges
- Social features
- Mobile app

[Watch the Demo Video](#)

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# Challenge Goals & Objectives

## Goals

1. Build employee morale and productivity by building a sense of community/belonging.
2. Create friendly competition between coworkers through the team feature within the challenge.
3. Provide social connection opportunities by encouraging the buddy system offered within the challenge.
4. Motivate participants to practice healthy habits by completing weekly activities/quizzes.
5. Provide ongoing support and engagement opportunities through offering programs and activities that align with the object of the challenge.
6. Improve participants overall well-being and health.

## Objectives

1.  $\geq$  20% employee participation
2. 50% of employees to join a team
3. Offer at least 1 department led programs during challenge
4. Offer at least 1 SFHSS sponsored event during the challenge
5. 25% of participants improve a healthy behavior from pre to post survey
6. Obtain 30% participation in post survey

# Roles & Responsibilities

Department (Key Players)	SFHSS Well-Being
Get buy-in from leadership	Fund the challenge
Promote - send emails, make announcements, post flyers, newsletters, encourage participation and survey participation	Handle all administrative tasks
Execute goals and objectives of the challenge: Participation/engagement Teams Improvement in behavior/action Offer Programs	Outline goals and objectives
Order incentives and pick up raffle prizes from SFHSS	Provide all pre -launch and post challenge communication templates, emails, logos, flyers, posters
Distribute raffle prizes to winners	Support department requests for programs and activities
Review results and report out to leadership	Select winners for departments
Determine how results will drive the departments well-being annual plan	Provide quantitative reports if $\geq 20\%$ participation and $20 \geq$ employees within the dept.



# Interested in Participating in a Challenge?

To opt in, please follow the steps below:



1. Review goals and objectives for the challenge.
2. Commit to executing on Key Player roles and responsibilities
3. Discuss with your departments Key Players and get buy-in from leadership
4. Determine which challenge(s) is the best fit for your department (choose 1 or 2 only)
5. Complete the online [interest survey](#) by Friday, February 17th



# Well-Being Challenge Launch Dates - TBD

## Challenge #1

Spring - Summer 2023



## Challenge #2

Fall - Winter 2023



# Order Incentives: Kick off Events & Activities

SHSS can provide giveaways and/or fresh fruit to help support a challenge kick-off event and/or your well-being@work events and activities. Incentives must be used to support a **workrelated well-being event or activity**. Email your Coordinator to learn more.

*NOTIFY Coordinator at a minimum 2 – 3 weeks in advance.*



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# Why Submit W@W Spotlights?

- ✓ Spotlights provide the opportunity to highlight programs and activities at various departments that supports employee's well-being at work.
- ✓ Spotlights allow Well-Being@Work Key Players to share stories, obtain ideas from other departments, and receive recognition for their efforts.
- ✓ Submissions are accepted throughout the year and shared through Well-Being@Work communication platforms and with Department Heads quarterly.

## SFPUC - HRS Admin Pop-Up

At SFPUC HQ (525 Golden Gate Avenue) on September 22, 2022

Since staff were returning to the office 3 days a week, and old/new staff have not met each other in person, HRS thought it would be great to host pop-ups and provide an opportunity for staff to interact outside of the typical work environment. The HRS Admin Team was the first team to host. They had

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## SFPD - FRUIT FOR THE RECRUITS

(Academy - Recruit Classes 276/277)

Wednesday, September 21, 2022  
SFPD Academy

The San Francisco Police Department supports the health and well-being of their new recruits. The department partnered with SFHSS to provide healthy snacks to the Police Academy in September.

Providing the fresh fruit was a great way to introduce the SFPD Wellness Team and the well-being resources that are available to the department. The fresh fruit also helped remind the recruits to practice healthy eating especially while training. The Recruit Classes 276/277 expressed their gratitude and appreciation for the healthy snack.

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## ADM - Office of the City Administrator (OCA) Jenga Break

In October, the OCA Well-Being Champion dedicated a space for employees to take a break by playing Jenga. The purpose of this activity is to provide opportunities for employees to engage in a fun activity together. This activity supports employees mental and emotional well-being. The entire office was encouraged to participate at their own leisure. People have expressed that this fun activity brought smiles to their faces and has created a "happier" work environment just by listening or watching colleagues play.

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# Tips for Submitting W@W Spotlights?

- Download and follow the instructions on the [Spotlight template](#).
- Spotlight any activity or program that support employee well-being.
- Include name(s) of employee(s) involved in implementation.
- Provide a summary and details about the activity or program and how it supported employee well-being.
- Include pictures.
- Write in the [third-person](#) point of view.

**ADM - SF Animal Care & Control (ACC) Shelter Appreciation Week**

The San Francisco Animal Care and Control celebrated their annual National Animal Shelter Appreciation week from November 7-10. ACC leadership organized a weeklong of fun activities and events for employees to show their appreciation and gratitude for the work they do at the shelter and for the community. ACC employees were treated to daily raffle drawings for prizes, well-being activities, catered lunch, and refreshments. On Wednesday, special guest, Bryan Tsiliacos, an SF native, donated care packages to each ACC employee as part of his campaign to complete 30 Acts of Kindness Before 30.

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# Next Steps

1. Check out the new W@W [Activities Description List](#) for 2023
2. Work on your W@W Annual Plan - plan activities for the next 6 months
3. Opt in - complete the Well-Being Department Challenges [Interest Survey](#) by Friday, February 17
4. [Submit Spotlights](#) for Quarter 3 due Friday, February 24

