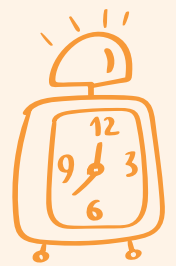


WELLNESS THAT WORKS

WHENEVER, WHEREVER!

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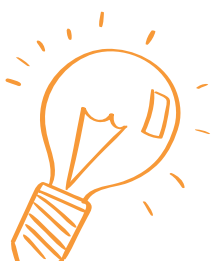
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ABOUT WWNYC



WorkWell NYC is New York City’s workplace wellness program. Our mission is to empower all 380,000 City employees to live healthy, active lifestyles — at work, at home, and beyond. We offer convenient, accessible programs, tools, and resources to support you at every stage of your wellness journey.

Throughout the year, we engage worksites in a variety of digital and worksite programs, beyond the scope of this toolkit.

If you are interested in learning more or keeping up with WorkWell NYC throughout the year, join our mailing list at on.nyc.gov/maillinglist or visit nyc.gov/workwellnyc and enroll in our [Ambassador](#) or [Champion](#) network.

Our wellness programs center around five primary pillars:



Nutrition



Physical Activity



Mental Well-being



Prevention



Health Equity

YOU CALLED, WE ANSWERED.

CENTRAL PARK



We get it, you are busy. You also have a lot of passion and enthusiasm to bring health and wellness to your workplace, but maybe not the time or the creativity to plan out all the details or develop the activities that will work in your unique working environment. WorkWell NYC heard the call and assembled a few of our most popular worksite programs in this step-by-step guide to help you make wellness possible anywhere. With a little luck and a lot of enthusiasm, we are confident that you can inspire health and wellness throughout your agency, one program at a time. Let's get started.

How to use this toolkit.

This toolkit is divided into three parts.

PART I is dedicated to outlining some of the foundational elements of building strong worksite wellness programs. You wouldn't build a house on quicksand, rather, you would look for a location that could firmly support a solid structure. The same is true for creating a culture of health and wellness. It's important to invest in key support systems, people, and structures that can make your hard work go the distance. Creating a workplace of wellness takes time, so taking calculated steps to create success is the best pathway to long-term success. This part of the toolkit reviews those best practices and how to build them.

PART II of this toolkit gets straight to the point, detailing programming recipes for each of our programming areas. Let's face it, sometimes you just have to start, even when everything isn't perfect. In this section, you will find easy and practical wellness programs specifically designed with the City of New York in mind. Each tool can be used as a step-by-step guide or as inspiration for your very own event. The possibilities are endless!

PART III of this toolkit is a discussion guide for our Be a Better Ally! Video Shorts. This guide can facilitate open conversations at the workplace around important issues, including how to respond to racism; addressing implicit bias; respecting gender identity; and how to be an ally at the workplace. This video series was produced by WorkWell NYC to address matters of injustice and inequity, ensuring that all City employees have access to health and wellness.

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PART I

Foundational Elements of Worksite Wellness

ESTABLISHING A WORKSITE WELLNESS COMMITTEE



What is a Worksite Wellness Committee?

A wellness committee is a team of employees representing all levels of the organization who work to plan and implement wellness activities that are tailored to the unique needs of that population. These committees typically meet monthly, but may gather more or less frequently depending on the size and need of the population they service.

Why Create A Wellness Committee?

A committee brings together diverse perspectives around a shared goal. Wellness committees are an engagement tool that when done optimally, can increase the sustainability and longevity of your wellness initiatives. They also allow for a diverse group of ideas and approaches to maximize awareness and the success of the program. Most importantly, the committee distributes responsibilities and duties among the team so no one feels alone.



Considerations Before You Get Started

- Will committee members need approval from management to attend regular meetings?
- What programs will the committee have permission to execute? If additional approvals are needed, does anyone on the committee have the appropriate access to leadership?
- What types of communications are necessary to disperse information at your worksite? Does the committee have access to those services?
- Do you have a place to meet regularly? Are any virtual meeting accommodations needed?
- Will these activities require funding? If so, are there resources available to support?
- Do you have more than one location or employees who work in the field? If so, how will the needs of all locations and employees be incorporated into the committee's work?
- Consider teleconferencing software. It's often challenging to coordinate busy schedules and bring staff together for in-person meetings. Video conferencing allows the kind of flexibility that can boost meeting attendance rates, engagement, and productivity. You can also record the discussion to share with others who can't attend.



Get Started!

Create a Worksite Wellness Committee Where You Work

- **RECRUIT** with an email blast, post in the agency newsletter, or announce in a meeting that you are looking for committee members. Free survey tools are available online that can help you identify interested employees. Be sure to obtain the necessary permissions from agency leadership before you begin your recruitment process.
 - **COMMUNICATE** with those that express interest and begin to identify committee members.
 - **DETERMINE** the committee composition: who will lead and how? Will there be sub-committees?
 - **PREPARE** for an initial meeting. Identify a good location and schedule a convenient time for your new members to convene. Allow accommodations for participants who may work remotely or would prefer to attend from their desks by creating a virtual conference room.
 - **CREATE** ground rules and goals with your committee. Develop procedures of conduct that take all opinions into account.
 - **ASSESS**, as a committee, the wellness activities that will best be received by your leadership and colleagues.
 - **PLAN** and promote activities. See the following page for tips on employee engagement.
 - **EVALUATE** and examine your programs and activities. Collect and analyze information about a program's activities, characteristics, and outcomes. This will help improve its effectiveness, and inform future programming decisions.
- WorkWell NYC is here to help if you need support setting up your worksite wellness committee! Reach out to us at workwell@olr.nyc.gov.

CREATING AN AMBASSADOR + CHAMPION NETWORK



What are Ambassadors and Champions?

These roles are filled by employees who are committed to creating a culture of wellness at their worksite.



Ambassadors lead the charge towards increasing workplace wellbeing! They act as their site point person for any initiatives from WorkWell NYC and are required to implement at least two programs a year. In return, Ambassadors receive resources and support from

WorkWell NYC. Programs such as workplace fitness classes and blood pressure screenings are only available to sites that have an Ambassador to aid in organizing the events. Additionally, many Ambassadors create their own wellness initiatives tailored to meet their co-workers' unique needs.



Champions are cheerleaders for workplace wellness! They receive resources and support to implement challenges and other initiatives. Part II of this toolkit includes wellness activities that Champions can consider. Champions are encouraged to get creative and

spread the word to their co-workers about tools and tips to make the work day safe, fun, and healthy!

Why create a network of Ambassadors and Champions?

Linking individuals who have expressed enthusiasm in creating a healthier workplace boosts any activities put in place. This network offers opportunities for support and interaction and identifies who can be counted on when new wellness opportunities come up! For example, if some employees express an interest in a lunch-time walking club, the networked Ambassadors and Champions can jump into action to make it happen in no time.



Considerations Before You Get Started

- Are you a good candidate for either role? Who else can you approach about stepping up to the plate?
- How do employees communicate internally? Is email the best means to network potential Ambassadors and Champions?
- See the considerations under “Establishing a Worksite Wellness Committee” as many points apply here as well.



Get Started!

Create an Ambassador and Champion Network Where You Work

- **RECRUIT** with an email blast, post in the agency newsletter, or announce in a meeting that you are looking for Ambassadors or Champions. Free survey tools are available online that can help you identify interested employees. Be sure to obtain the necessary permissions from agency leadership before you begin your recruitment process.
- **COMMUNICATE** with those that express interest and begin to identify potential roles by reiterating necessary commitments.
- **ESTABLISH** lines of communication between new Ambassadors and Champions internally (e.g. in a group chat or email group) and with WorkWell NYC (to ensure that every individual is on the proper email lists).

Ready to get started? Encourage employees to become an [Ambassador](#) or [Champion](#) and create a network of individuals who can support wellness initiatives at your agency.

HACKING EMPLOYEE ENGAGEMENT



Why Engage Employees?

As you may have guessed, not every employee is as excited about wellness as you. And even if they are, sometimes pulling away from work or personal commitments can be difficult. Employee engagement provides the critical connection to get employees involved and active in their own health and wellbeing. In fact, engagement is critical to the success of any wellness initiative.



Considerations Before You Get Started

Engage leadership and employees by sharing the benefits of partaking in wellness activities at work.

- Assess leadership support and begin planting seeds of wellness around your worksite.
- Set out with a clear plan whenever you wish to create a new activity.
- Incentives help — initially. See what you can do to help incentivize employee engagement.

Forming a Wellness Committee is helpful, but many effective activities can be planned and implemented by just one or two determined individuals. In other words, with some preparation and promotion you can easily create meaningful wellness initiatives at your workplace!

Get Started! Increase Employee Engagement

- **INVOLVE** your colleagues early and often in the planning process. Being invested in the event will reinforce their motivation.
- **DISTRIBUTE** health tips and information in appropriate and high-trafficked spaces (i.e. announcement board, e-newsletter, program meetings).
- **PLAN** by assessing interest and availability for your activities.
- **MOTIVATE** and lead by example. Offer positive reinforcement and incentives (i.e. a “gold star” for every activity attended, a certificate of participation, or a small prize).
- **VARY** when and where you hold activities to accommodate different schedules. Creating a virtual conference room can help accommodate different schedules and also those who may work remotely or would prefer to attend from their desks.
- **CREATE** a wellness newsletter to be sent out agency-wide. Announce your events and promote your committee’s programs (see “Create a Wellness Newsletter”).

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PART II

Workplace Wellness Activities



MEDITATION MONDAY



Meditation is the practice of concentrated relaxation and internal reflection. Setting up a meditation initiative at your workplace offers introductory access to the exercise and encourages your colleagues to try it out.

What are the Benefits of Meditating at Work?

In just a few minutes, meditation can relax the mind and body! Meditating regularly can relieve stress, improve sleep, and boost productivity. Meditation Monday contributes to a low-stress vibe in the workplace and incentivizes personal mental health care. Hosting an event like this shows that your agency cares about employee wellbeing. This message projects employee appreciation and promotes healthy worksite relationships.

Resources Required

- ✓ You will need to book a room in which you can easily gather all interested colleagues. Ideally there should be enough space for everyone to sit comfortably on the floor (consider: do chairs and tables need to be moved?). Allow accommodations for participants who may not be able to sit on the floor.
- ✓ Allow accommodations for participants who may work remotely or would prefer to attend from their desks by creating a virtual conference room.
- ✓ Think about which teleconferencing platform is best for you and your needs. Use this platform to create a meeting link to include in your program invitations.
- ✓ An instructor (maybe you?), instructions, or a recorded guide to lead the session (see “helpful tools”).





MEDITATION MONDAY CONT.

Get Started!

Organize a Meditation Monday

- **ASSESS** your colleagues' interest in participating in Meditation Monday. Create a short survey to find the most available Monday and to determine how many people would like to be involved.
- **DISTRIBUTE** information about meditation either via email or in a place to hang flyers.
- **PROMOTE** the chosen date and time. Ask colleagues to spread the word at meetings.
- **INCENTIVIZE** participation by offering a "certificate of completion" or a small prize for those who join in the practice.
- **ORGANIZE** a place for everyone to practice together, or a space to reflect about and share their experience.
- **ALLOW** accommodations for participants who may work remotely or would prefer to attend from their desks by creating a virtual conference room.

HELPFUL TOOLS



- See this [Meditation 101 handout](#) for a step-by-step guide to practice.
- There are many guided meditation tools online, like this [one](#).
- Search "meditation" in the app store on your smartphone for tips and tools you can use on the go!
- Take a look at [WorkWell NYC's Breathing Meditation](#) or [EAP's Stress Management videos](#) for inspiration.





GRATITUDE WALL



A gratitude wall is a space where employees can post small notes about people, places, and things that they are thankful for. On an individual level, gratitude is associated with many physical and mental health benefits. Taking time for gratitude at the workplace can additionally contribute to a healthy, supportive work environment.

What are the Benefits of a Gratitude Wall?

A Gratitude Wall creates and promotes a positive workplace and incentivizes positive thinking. Practicing gratitude can improve your physical, psychological, and emotional health: grateful people often sleep better, take better care of themselves and others, have higher self-esteem, and act empathetically and compassionately.

HELPFUL TOOLS



- See this [“Make Time for Gratitude at Work”](#) [handout](#) for guidance and more ideas!
- Tip: Consider creating a virtual gratitude wall using a real-time collaborative web platform in which users can upload, organize, and share content to virtual bulletin boards.

Resources Required

- ✓ Permissions to use an open wall space for a period of time. Or, if the gratitude wall is a hit, permission to designate a space as the gratitude wall indefinitely!
- ✓ Pens, sticky notes, and signage.

Get Started!

Create A Gratitude Wall

- **IDENTIFY** an open wall space in a common area — ideally 5 feet by 5 feet or larger — and hang signage on the wall to mark its new designation.
- **GATHER** sticky notes, pens and hand sanitizer and keep these in an accessible space near the wall.
- **ANNOUNCE** the launch of the gratitude wall at meetings or in an email/newsletter. Plan a kickoff event to commence the Gratitude Wall!
- **INVITE** employees to participate during their lunch, at meetings, or at their leisure throughout the work week. You may want to contribute the first post to encourage others to join in! Recruit agency leadership and managers to help encourage more staff to participate.
- **MONITOR** the wall on a regular basis to ensure that new sticky notes are always available and to ensure nothing inappropriate has been posted. You may want to check the wall once a day to ensure the notes continue to align with the spirit of the activity. This will also help you assess participation and determine if additional communications should be sent out.



DECLUTTERING DAY



Physical clutter can lead to disorganization, reduced productivity, and may lead to feelings of being overwhelmed and stressed. Decluttering at work is a simple activity that can make an overwhelming tasks seem simple and fun, especially if a larger group is committed to the activity — then it becomes a decluttering party!

Digital clutter matters, too. Consider keeping your computer desktop clean and organized by utilizing features such as folders and labels. Keeping digital files on your computer organized is just as helpful as avoiding physical clutter for reducing stress.

What are the Benefits of Decluttering?

Increased organization and prioritization. Reduced stress and increased productivity. Ability to apply skills and technique beyond the workspace to home and family life. Helps prioritize items and activities that make you happy!

HELPFUL TOOLS



- This [handout](#) offers easy and simple advice for tackling workplace clutter.
- Watch this [webinar](#) on decluttering at home and work or go through the slides at your own pace.

Resources Required

- ✓ Information and/or handouts on the benefits of decluttering (see “helpful tools” below).
- ✓ An incentive or prize for participants.
- ✓ Trash bins, recycling bins and a “Free Box” for co-workers to sort their unwanted desk clutter.

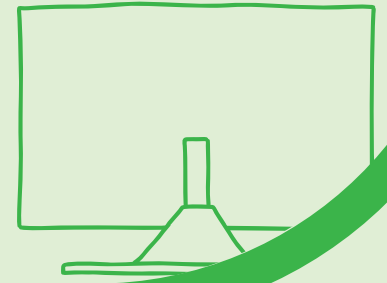
Get Started!

How to Launch a Decluttering Event at your Workplace?

- **ASSESS** your colleagues’ interest in participating in a Decluttering Day. Determine the best day for co-workers to tackle workspace clutter. Be sure to let your colleagues know they will need to designate a chunk of time that day to properly focus on decluttering (approx. 1 hour).
- **DISTRIBUTE** information about decluttering either via email or in a place to hang flyers (see Helpful Tools). Consider sharing the [webinar](#) in preparation for participation.
- **PROMOTE** the chosen date. Ask colleagues to spread the word at meetings.
- **INCENTIVIZE** participation by offering a “certificate of completion” or a small prize for those who join in.
- **ENCOURAGE** participants to share how decluttering has helped them in the weeks following Decluttering Day either in a forum or a whiteboard or area for sticky notes.



CREATING A WELLNESS SPACE IN THE OFFICE



A Wellness Space is a designated area where employees can go to rest and recharge. Wellness Spaces have become popular among organizations seeking to improve job satisfaction and productivity among their employees.

Wellness Spaces can take a variety of forms, and can be both inside and outside the office. This document outlines a few ways you can create wellness spaces at your office.

What Are the Health Benefits of Having a Wellness Space in the Office?

Taking breaks to relax throughout the day can boost productivity. Wellness spaces can encourage activities such as meditation which reduce stress. Having a wellness space designates a specific area for employees to recharge.

Create a Wellness Space at your Office/Cubicle

Your office or cubicle is where you spend most of your workday. Make it a welcoming, calming space for yourself! Using the tips below, turn your office or cubicle into a wellness space and reap the benefits every day.

Resources Required

- Permission from management

Optional Resources

- Amenities depending on what you want. This can include a tea stash, a plant, lamps, images with inspirational quotes, headphones to listen to soothing music, stress balls, a cushion for back support, etc.

HELPFUL TOOLS



- You can do a quick internet search for how to make your office a more wellness-oriented space.
- Incorporate aspects of nature into your space. Sun lamps/sunlight and real plants can help boost your mood and improve office productivity, concentration, and creativity.
- Have fun with it! This is a space that is unique to you, so put personal components into it such as photos of loved ones, items of sentimental value, etc. Play around with some ideas, and be sure to show us your finished product!

Get Started!

Tips for making your office or cubicle a Wellness Space:

- **DESIGN** your wellness space. Make it cozy but not cluttered. Use lamps or electric candles for lighting instead of relying on overhead florescent lights. Engage all of the senses by incorporating aromatherapy,* play dough/silly putty, soft music, and healthy snacks.

*make sure to run this by your co-workers/people who work near you. Smell can be irritating/allergenic for some people!



WELLNESS OUT OF THE OFFICE



Sometimes, stepping away from the office can be the perfect break to recharge your batteries. During a scheduled break time, find a space to go where you can relax and be mindful for a little bit!

Resources Required

- Permission from management

Get Started!

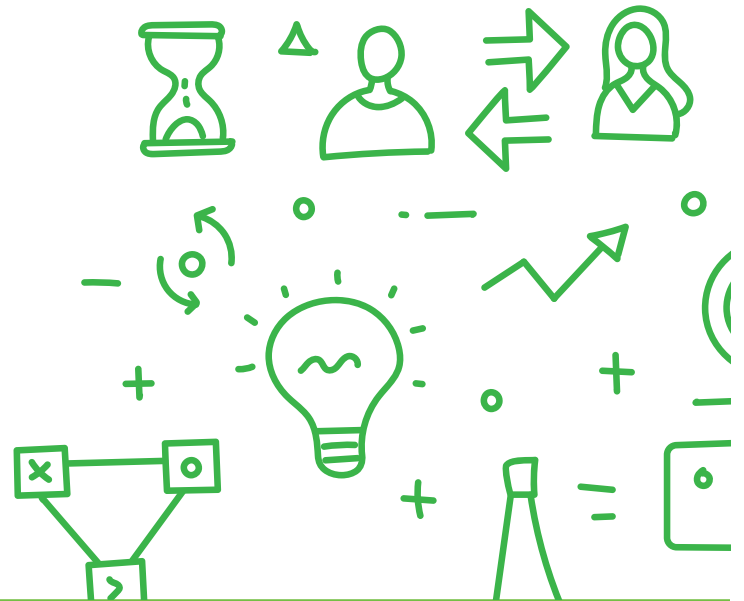
Tips for Finding a Wellness Space Outside of the Workplace

- **RESEARCH** what is around you. Look for places that make you feel comfortable. These might be calming or relaxing spaces like public libraries, parks, or an area where you like to walk around. Visit the [NYC Parks website](#) or the [New York Public Library map](#) to look up locations.
- **SCHEDULE** time to go to your wellness space. It is very easy for this to fall to the wayside, so holding time in your calendar to dedicate to your wellness is so important! Use a time that is appropriate, such as a lunch break.

HELPFUL TOOLS



- Think of multiple places you could go in case of closures, inclement weather, or schedule changes.
- Schedule the same time every day so that it becomes a part of a routine.
- Find a co-worker or group of co-workers who you can walk with or go to the wellness space with. Not only will this hold you all accountable, but social interactions are very important to maintaining wellness.





DESIGN A WELLNESS ROOM



Resources Required

- ✓ A room that is currently unused and permission to use that room
- ✓ Amenities depending on what employees want
- ✓ Documents (either physical or email/online based): promotional flyers, sign-up sheet, information on wellness rooms
- ✓ Email contact with co-workers for announcements, reminders, and calendar invites

Optional Resources

- ✓ Amenities depending on what employees. This can include a tea stash, a plant, lamps, images with inspirational quotes, stress balls, throw pillows, a yoga mat, etc.
- ✓ Studies have shown that indoor plants offer both psychological and physical health benefits such as boosting one's mood, and improving office productivity, concentration, and creativity.

Get Started!

Tips for a Successful Wellness Space

- **DESIGNATE** a room to become the Wellness Space. This room should not be used for anything else, and should be empty and clutter-free.
- **ASSESS** your colleagues' interest in and desires for a Wellness Space. Create a short survey to determine what people would like to see in the wellness space. Some examples include throw pillows for meditating, a beanbag chair for unwinding, and a mat for yoga. What you include in the space will be contingent on the budget and the dimensions of the room.
- **DESIGN** your wellness space. Make it cozy but not cluttered. Make sure the walls are a neutral or calming color, and use lamps or electric candles for lighting instead of relying on overhead florescent lights.
 - Designate a room to become the Wellness Space. Ideally, this room is not used for anything else, and should be mostly empty and clutter-free.
 - Staff may be willing to donate items for the Wellness Space. Consider also including other items and resources such as [coloring books](#) from WorkWell NYC.



DESIGN A WELLNESS ROOM CONT.

- **PROMOTE** the date when the wellness room will be finished. Maybe have an open house with healthy snacks where employees can see the wellness room and explore the amenities offered.
 - Use flyers and email communications to put this on employee's radars.
- **UPDATE** employees on events that are being hosted at the Wellness Space. Examples include aromatherapy workshops, yoga demonstrations, and tea workshops.

HELPFUL TOOLS



- You can do a quick internet search for what to include in your wellness room.
- Make sure there are protocols to keep the room fresh. This could include things like restocking food and beverages, folding and putting away blankets and mats, or organizing pillows neatly.
- Have fun with it! This is a space that is unique to the needs of your organization. Play around with some ideas, and be sure to show us your finished product!





Lunchtime walking clubs are a great way to incorporate physical activity into your workday! Gather your colleagues and step towards better health together. During cooler months of the year, create an indoor walking map (see Indoor Walking Map pg. 18) Walking in groups builds community and may reduce isolation at the workplace, all while being active!

What are the Benefits of Starting a Walking Club?

Walking before or after a meal can aid digestion and regulate energy and appetite levels. Walking as a club promotes positive social interaction with your colleagues. Exercise has many benefits including stress relief, improved circulation, and weight management. Walking midday can help counteract the harmful effects of sitting all day at your desk.

Resources Required

- Documents (either physical or email/online-based): promotional flyers and sign-up sheet.
- Email contact with co-workers for announcements, reminders, and calendar invites.
- Incentives: Small prize, healthy snack, or certificate.

Get Started!

Start Your Own Walking Club

- **IDENTIFY** group leader/s. Leaders should be passionate about (or at least enjoy) walking and be able to commit to regular walking sessions.
- **MAKE A CALENDAR** of walks and invite colleagues. If you provide participants with a calendar, they can pick and choose which walks will work with their schedule in advance. This also lets them know that if they miss a walk, there is always another chance to participate. In the calendar event, be sure to include the following information:
 - Who is leading the walk?
 - When is the walk taking place? Choose specific dates & times and opt for popular lunchtimes (12–1pm or 1–2pm). This will allow maximum participation.
 - Where will this walk lead you to? Choose scenic locations such as a garden, bridge, view of the waterfront or a statue! Consider walks that are 30-40 minutes long so participants still have time for their lunch.

Example: _____ will be leading a walk across the Brooklyn Bridge on Tuesday from 12–1pm. Meet in the lobby at 12pm!



- **PROMOTE** the walks! Post flyers in visible areas (i.e. elevator bank, break rooms and near the bathrooms). Include information on why it is important to walk, the benefits of walking, and how to sign up.
- **SEND** reminder emails just before the walks. Include the meeting location as well as an image of the site they'll be visiting that day (i.e. garden, statue, or body of water).
- **CREATE** a sign-up sheet: This can either be a physical paper or an online sign-up sheet linked in an email. The latter option will let you know how many people to expect!
- **TAKE PICTURES** during the walks! These images will capture fun memories and can also be used to promote future walks.

- **INCENTIVIZE** participation! Prizes/gifts can boost participation. It's also a way of showing participants that you appreciate them participating in your program. Get creative about who you will award and what you will give away. For example, award those who have participated in at least one walk every month during the past 6 months, or those who have participated in the most walks.



HELPFUL TOOLS

- For more information see [these](#) guides from the American Heart Association.





Your workplace can be a great location to get in some daily exercise! Hallways, sidewalks, and stairways are an existing physical activity environment. Bring awareness to the walkability of your floor and building by creating a walking map for and with your colleagues.

What are the Benefits of Creating a Walking Map?

Walking can be an easy way to increase your physical activity and incorporate the benefits of exercise into your daily life. An indoor walking map can act as inspiration to get moving! Seeing a clear path takes the guess work out of where to go and allows you and your colleagues to focus on the task at hand, getting some physical exercise! An indoor map charts a path to quick bursts of physical exercise, especially if getting outside is hindered by poor weather conditions, building logistics, or a very busy day.

Resources Required

- ✓ Recommended: a floor plan of your office building.
- ✓ Email contacts to send around your completed map.
- ✓ Signage for “mile markers” (obtain permission first).

Get Started!

Create an Indoor Walking Map

- **ACCESS** a floor plan of your office building. You can request these from [The Department of Buildings](#) or from the administration office at your agency. Another option is to build one in PowerPoint or other program or sketch a birds-eye map to the best of your abilities, making sure to note stairways and longer hallways.
- **MEASURE** your office space. With a good-old-fashioned measuring tape or yard stick, measure the lengths of workplace hallways to provide approximate distances on your indoor map.
- **CHART** routes throughout the building. Create different distances by stringing multiple routes together. If you work in a small building, consider creating laps. Here is an [example](#) from Penn State University.
- **WRITE** up walking directions for different routes. Consider including approximate walking times and distances. Consider writing down a hallway only route, or a “stair challenge” to compliment various abilities. Caution co-workers to blind corners and possibly crowded hallways.
- **POST** markers, with permission, of different distances or laps along your indoor routes.
- **DISTRIBUTE** your indoor walking maps, or simply the written route directions to interested colleagues and leadership.
- **START WALKING!** Grab a few co-workers and get moving using your new maps.



Hosting a walking challenge is a great way to build fitness, community, and well-being among your employees! Walking challenges help employees get active and have fun together. An engaging challenge takes careful planning, preparation, and time, but it's worth it!

What are the Benefits of Hosting a Walking Challenge?

Walking is a low-impact, low-cost way to stay active, prevent disease, and reduce stress. Walking challenges can engage people at a variety of fitness levels. The competitive aspect of a walking challenge promotes positive social interaction among colleagues. Who doesn't love a little healthy competition?

Resources Required

- ✓ Walking challenge platform.
- ✓ Documents (either physical or email/online-based): promotional flyers and sign-up sheet.
- ✓ Email contact with co-workers for announcements, reminders, and updates throughout the challenge.
- ✓ Incentives: Small prizes or certificates.

Get Started!

How to Organize a Walking Challenge

- **BRAINSTORM** when you would like to hold your challenge and assess interest among employees. WorkWell NYC recommends scheduling walking challenges when the weather is not too hot or cold. Choose a unique theme will help participants get interested and stay engage, like "Spring into Wellness" or a theme based on your specific worksite.
- **PLAN** your challenge. There may be free walking challenge platforms that fit your needs, or you may want to purchase one. If your agency is paying for the challenge directly, make sure to adhere to your agency's procurement rules and timelines. Choose a catchy challenge name and set your registration and challenge dates. Identify how you want to recognize participants for their efforts and if any prizes will be awarded.
- **PROMOTE** your challenge, starting about 4 weeks before it begins. Post flyers in visible areas (i.e. elevator bank, break rooms and near the bathrooms) and post information on your Intranet, if applicable. Send out multiple email reminders to keep the challenge top-of-mind. Put a deadline on registration to create a sense of urgency and provide contact information for someone who can answer any technical questions.

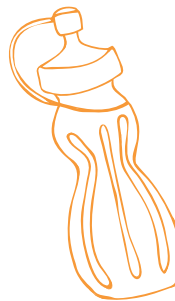


- **LAUNCH** your challenge! Send out emails to keep up excitement which can include standings, fun facts, and tips to stay active. Plan out communications ahead of time. Schedule programming to encourage employee activity, like [pop-up fitness classes](#), or recruit champions to [lead lunchtime walks](#). [Promote stair use](#) at your worksite and share WorkWell NYC's [digital fitness calendar](#) to get employees moving.
- **CELEBRATE** the end of the challenge and your employees' successes. Send out an announcement highlighting the winners and congratulating employees on completing the challenge. If you offered prizes or incentives, disseminate them to the winners.
- **GATHER** feedback for future challenges by disseminating a survey after the challenge. Ask people what they like and what could have been better. This will help you plan the next challenge.

HELPFUL TOOLS



- Visit nyc.gov/movemore to find information about live fitness classes, on-demand videos, gym membership discounts, and more! Share these resources with employees to help them get active during the challenge.





SALAD SOCIAL



A Salad Social is a fun way for employees to share healthy meal ideas with their co-workers.

What are the Benefits of a Salad Social?

A Salad Social not only encourages healthy eating, it also creates rewarding social interaction between colleagues. Sharing meal ideas can reduce stress and boost a sense of social wellbeing. Salads can be very healthy and delicious when the emphasis is placed on a variety of vegetables, fruit, healthy fats like nuts and extra virgin olive oil, and whole grains, like brown rice or millet. Lastly, a Salad Social is a great way to encourage employees to bring lunch to work and save money!

Different kinds of Salad Socials:

Get Creative: there are multiple ways to have a Salad Social. In planning the Salad Social you can:

- Choose to go potluck-style where each participant contributes a dish, meal or item
- BYOS (Bring Your Own Salad): participants can bring their own salad or healthy meal and eat in a shared space
- Pitch in: participants can provide donations that go towards purchases for the Salad Social
- On the house: your agency may have funds allocated to supporting events such as these.

While planning, think about what might work best for your agency's needs.

Resources Required

- ✓ A conference room large enough to allow for social distancing by the expected number of participants.
- ✓ A conference room with a computer to accommodate those who might attend virtually.
- ✓ Documents (either physical or email/online based): promotional flyers, sign-up sheet, information on eating fruits and veggies.
- ✓ Email contact with co-workers for announcements, reminders, and calendar invites.



SALAD SOCIAL CONT.

Get Started!

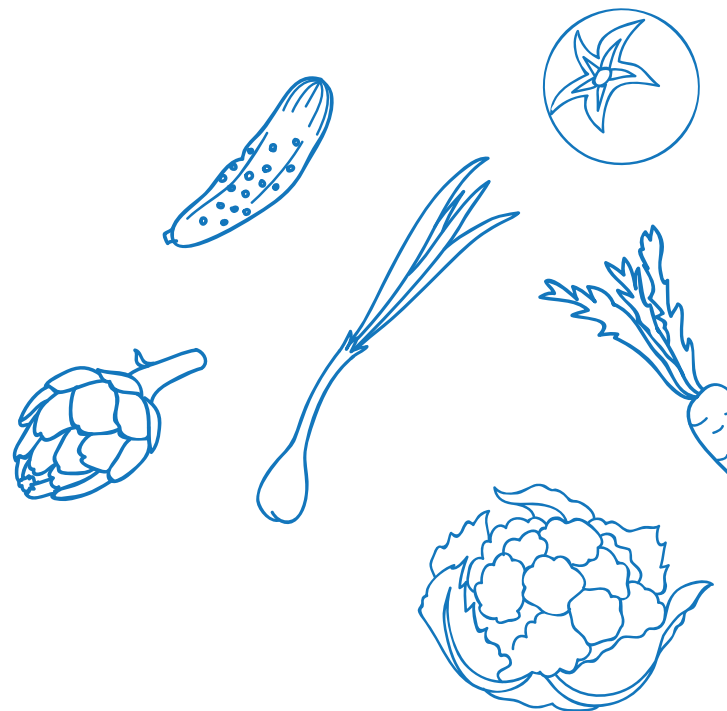
Host a Salad Social in Your Workplace

- **RECRUIT** participants and spread the word about your new activity. Understand how many employees are interested before you book a room.
- **RESERVE** a time and place. Consider hosting back-to-back socials to accommodate multiple lunch hours (i.e. from 12pm–1pm and 1pm–2pm) and ensure maximum participation. Allow accommodations for participants who may work remotely or would prefer to attend from their desks by creating a virtual conference room.
- **PLAN** which style of Salad Social you will have. Depending on the style that was chosen, distribute a sign-up sheet in person or electronically to plan the menu or manage donations. To reduce waste, participants can bring their own reusable items such as lunch bags, containers, utensils, etc.
- **ANTICIPATE** what will need to be done day-of to ready the room. Make sure that you or another participant can arrive early to prepare for the social. Have hand sanitizer available.
- **PLAN** some options for how the lunch hour can be spent together. This is a great opportunity for some fun ice breakers or discussion topics. Additionally you can provide nutrition handouts or recipe cards. Remember to have digital copies for those who may be participating virtually. Of course, allowing conversation to flow naturally is a wonderful option as well.

HELPFUL TOOLS



- Look online for free survey tools that can help you identify interested employees and figure out the best time to host your salad social.
- You can also find websites to help you determine who is bringing what ingredient. A simple spreadsheet will also do the trick.





HYDRATION STATION



Promote hydration and healthy beverage options at your worksite by offering a Hydration Station.

For one day, designate an area to set up pitchers of refreshing infused water and encourage your co-workers to try something new. If it catches on, ask co-workers to pitch in and take turns keeping the station stocked.

What are the Benefits of a Hydration Station?

Water regulates body temperature, keeps skin clear, lubricates and cushions joints, improves circulation, and aids in digestion. New York City has some of the highest quality tap water in the nation. Employees will save money and waste less plastic or glass if they hydrate with tap water. Infusing water with healthy fruits and veggies makes it more interesting, encouraging increased water consumption and providing sugary drink alternatives.

Resources Required

- ✓ A water infusion pitcher. WorkWell NYC has pitchers available for your worksite. Email us at workwell@olr.nyc.gov to request one.
- ✓ Documents (either physical or email/online-based): for announcement and reminders.
- ✓ Fruit and vegetables to chop up for infusion combinations (see “helpful tools”).
- ✓ Paper cups.
- ✓ Gloves, mask and hand sanitizer which can be kept near the station.

Get Started!

Set Up a Hydration Station

- **OBTAIN** a pitcher large enough to contain a cup or two of chopped fruit or veggies. Reminder: the person preparing should wear PPE such as a mask and gloves.
- **DESIGNATE** an area at work to set up your station, signage and cups.
- **ANNOUNCE** that you will be setting up a hydration station through an email blast, an announcement at a staff meeting, or via an appropriate e-newsletter (i.e. Wellness Newsletter).
- **DISTRIBUTE** information about the importance of hydration in elevator banks or other such designated areas.
- **MAKE** your infusion! See “helpful tools” for a link to recipe inspiration.
- **MONITOR** the station throughout the day to make sure the pitcher is full and there are still plenty of cups.
- **ENCOURAGE** employees to bring their own reusable cup or water bottle to minimize waste.

HELPFUL TOOLS



- Try these [flavorful recipes](#) to get started.
- Download our [Hydrate for Your Health](#) handout to distribute to employees.



FARMER'S MARKET FIELD TRIP



Plan a field trip for your co-workers to explore a nearby Farmer's Market. Eating fresh, local produce is not only environmentally friendly, it is also great for your health!

What Are the Health Benefits of Shopping at the Farmer's Market?

Local food is fresher, packed full of nutrients that would otherwise be depleted through travel and/or early picking. More fruit and vegetables in your diet means more fiber, vitamins, and fewer calories. Increasing your consumption of fruit and veggies reduces your risk of diet-related diseases like diabetes, hypertension, and heart disease. Touring the market as a group is a great bonding and team building activity! Walking to the market adds up your physical activity for the day.

Resources Required

- ✓ Knowledge of your closest farmer's market.
- ✓ Documents (either physical or email/online based): promotional flyers, sign-up sheet, information on farmers' markets.
- ✓ Email contact with co-workers for announcements, reminders, and calendar invites.

Get Started!

Tips for a Successful Farmer's Market Field Trip

- **VISIT** the farmer's market on your own first and gain a lay of the land. If the market manager is available, let them know that you wish to bring a group to tour the market. They may have some good ideas of which farmers to talk to or what times of day aren't as crowded.
- **ASSESS** your colleagues' interest in participating in a Farmer's Market field trip. Create a short survey to find out how many people would like to attend and the best day. Consider booking a "rain date" in case of inclement weather.
- **DISTRIBUTE** information about eating local, supporting farms, and eating healthy either via email or in a place to hang flyers (see "Resources"). Increase awareness of the benefits of eating more plants and reducing diet-related diseases!
- **DETERMINE** a time and place to meet. Consider hosting back-to-back tours to accommodate multiple lunch hours (i.e. from 12pm–1pm and 1pm–2pm) and ensure maximum participation.



FARMER'S MARKET FIELD TRIP CONT.



- **PROMOTE** the chosen date. Ask colleagues to spread the word at meetings and encourage them to plan ahead! Get your workplace excited by sharing information about seasonal produce and what to expect at the market.
- **TOUR** the market! When walking around the market, encourage your co-workers to ask the farmer's questions. You could prepare some talking points for your colleagues. Additionally, encourage everyone to bring reusable bags for their purchases.

REMEMBER it's a field trip and should be fun and interactive. Encourage staff to try something new, and share recipes and other ideas.

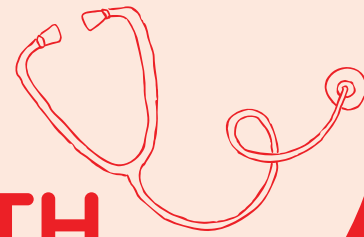
HELPFUL TOOLS



- You can do a quick internet search or scan this [map](#) for the nearest farmer's market to your worksite.
- Or search this interactive [map](#) for the nearest GrowNYC Greenmarket or this [map](#) for all types of farmer's markets.
- Many markets have free nutrition and cooking demonstrations. When reading the second page of this [map](#) look for the listings with the little carrot icons to find the workshop closest to you.



“KNOW YOUR NUMBERS” HEALTH SCREENINGS



Bring screenings to your worksite for your co-workers to keep track of these important markers of overall health: blood pressure, waist circumference, BMI, and pre-diabetes risk testing.

What are the benefits of “Knowing Your Numbers?”

Blood pressure and BMI are important indicators of potential or present chronic disease. Being aware of where your numbers stand and whether or not you are at risk is an important step to taking charge of your overall health. Gaining a baseline measurement of these markets allows you to be aware of any changes overtime. You then can speak to your doctor about these changes.

HELPFUL TOOLS

- See the email template and flyers available on the Ambassador Wix page.
- Find out about heart health [here](#) and share the info with your colleagues.
- Encourage your co-workers to think about their heart health by taking this [quiz](#) to calculate your heart age.
- Get thinking about your risk of developing Type 2 diabetes by taking this [quiz](#).



Resources Required

- ✓ A worksite Ambassador (you?!) to book health screenings through WorkWell NYC.
- ✓ Promotional flyers to advertise the day and time set for the screenings.
- ✓ Email contact with co-workers for recruitment, sign-ups, reminders, and calendar invites.

Get Started!

Tips for a Setting up a Know Your Numbers Screening

- **ASSESS** the best time, date, and location for your worksite screening based on shared calendars or discussing with your colleagues and leadership.
- **RESERVE** a room or common area for the physicians to set up their screening tables and equipment.
- **PROMOTE** the chosen date. Ask colleagues to spread the word at meetings and encourage them to plan ahead! Get your workplace excited by sharing information about the benefits of “knowing your numbers.”
- **REPRESENT** your workplace by being the point person for the providers and aiding them in day-of logistics.

OBSERVE HEALTH-RELATED SUPPORT DAYS




Did you know there is a national holiday called “Random Acts of Kindness Day?” There is also a “Sleep Awareness Week!” All year round, there are fun holidays aimed at raising awareness and support for health issues, medical research, and preventative actions.

These awareness days or sometimes week-long events offer an opportunity to educate your co-workers about health and wellness in a fun way! This page discusses some ways to observe health and wellness holidays and the next page lists upcoming dates with suggested activities.

What are the benefits of observing health-related days?

Everyone loves a themed party! Think about these observances as a reason to organize fun and educational events or activities at your worksite. All employees can appreciate the importance of raising awareness about health and wellness in an inclusive way. Increasing health-related knowledge through education will empower you and your co-workers.



HELPFUL TOOLS

- [Here](#) is a list of national observances.

Resources Required

- ✓ The specific materials will depend on the event or activity that you plan, but most likely you will need to book a space or designate a common area.
- ✓ Promotional flyers and email announcements to spread the word about the day.
- ✓ Email contact with co-workers for recruitment, sign-ups, reminders, and calendar invites.

Get Started!

Tips for an Organizing a Health-Related Holiday Observance

- **CHOOSE** an upcoming holiday that you think your co-workers will enjoy learning more about. Give yourself at least a month to plan.
- **RESEARCH** how the day is typically observed. Usually these holidays have an organization that promotes its observance (e.g. The American Heart Association).
- **PLAN** an appropriate and engaging activity (suggestions on the following page). Get creative and remember this is about learning and having fun!
- **PROMOTE** the date. Ask colleagues to spread the word at meetings and encourage them to plan ahead! Get your workplace excited by sharing information about the health topic.
- **LAUNCH** the event or activity. Recruit other co-workers to lend you a hand if necessary.



OBSERVE HEALTH-RELATED SUPPORT DAYS CONT.



Wear Red for Women's Heart Health

First Friday in February

Heart disease is the number one cause of death for women! It is so important to educate. You can find out more about the cause here. Holding your own "Go Red for Women" event couldn't be easier! Spread the word around your office, share the resources you have found, and let everyone know to wear red clothing on Wear Red Day!

Random Acts of Kindness Day

February 17th

Each year, National Random Acts of Kindness Day grows in popularity. Not only do the acts of kindness bring joy to the receiver, but they spread positive reactions to the giver, too! Promote the day through emails and posters and let your co-workers know that they will be asked to share what random acts of kindness they perform on the day.

Create a space on a blank wall in a common area and put up a poster that reads, "What Did You Do on Random Acts of Kindness Day?" Place pens and sticky notes nearby and encourage the office to post their kind acts.

Offering and receiving kindness can have a positive impact on mental and physical health by increasing positive thinking and reducing stress.

National Pack Your Lunch Day

March 10th

Bringing lunch from home not only saves money (eating out can really add up!) but can be much healthier with less sodium, fat, and sugar than items often found at popular lunch spots. Banish the "sad desk lunch" and get your co-workers excited to bring their lunch to work on March 10th. In the weeks leading up, create a shared document and ask employees to share their favorite packed lunch recipes. You can also search for healthy options on the web and add them to the document for inspiration. On National Pack Your Lunch Day, reserve a conference room and/or teleconference room and invite your colleagues to eat their packed lunches together!

Diabetes Alert Day

Fourth Tuesday in March

Alert your colleagues to the seriousness of diabetes and the importance of understanding your risk. You can create flyers or emails that share information about Type 2 diabetes and distribute them around your office. On Diabetes Alert Day, reserve a small conference room. Set up some healthy snacks, print out information on Diabetes risk, or this brochure about monitoring your health stats. You could even set up a viewing of this [webinar](#) recording! Set up a laptop with the Type 2 Diabetes Risk Test. You can also print out paper "tests" with this form. Your co-workers can come in, learn something new, and assess their personal risk! Learn more here.

REMEMBER to make your celebration larger and inclusive by including a virtual conferencing option for participants.



Other Ideas for Wellness Observances

World Health Day

April 7th

<https://www.who.int/campaigns/world-health-day>

Earth Day

April 22nd

<https://www.earthday.org/>

Bike to Work Day

Third Friday in May

<https://bikeleague.org/bikemonth>

Employee Health and Fitness Month (May) or Day

Date varies

<https://www.physicalfitness.org/global-employee-health-fitness-month>

Men's Health Month (June) or Week

Week preceding Father's Day

<https://www.menshealthmonth.org/week.html>

National Financial Awareness Day

August 14th

<https://www.youtube.com/playlist?list=PL8YZvUKGu7gq2DHbOTn2ayXWe-ciqUeE48>

World Heart Day

September 29th

<https://www.world-heart-federation.org/world-heart-day/>

World Mental Health Day

October 10th

https://www.youtube.com/playlist?list=PL8YZvUKGu7gpZ5b_KIHxbO-e9rHM2Vtw_T

Wear Purple for Domestic Violence Day

Third Thursday of the first full week in October

<https://nationaldaycalendar.com/national-domestic-violence-awareness-month-october/>

World Diabetes Day

November 14th

<https://worlddiabetesday.org/>

Great American Smokeout

Third Thursday in November

<https://www.cancer.org/healthy/stay-away-from-tobacco/great-american-smokeout.html>

 @workwellnyc

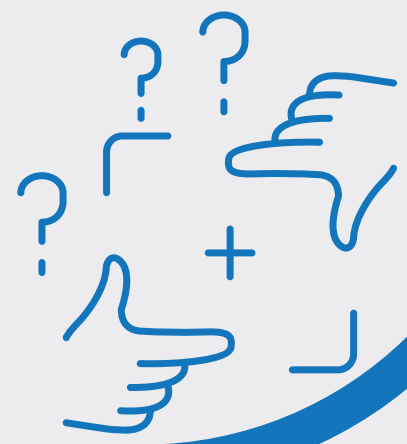
 nyc.gov/workwellnyc

 workwell@olr.nyc.gov

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PART III

Be A Better Ally! Discussion Guide



Welcome to our discussion on Implicit Bias!

Please adhere to our Community Guidelines to ensure this is a safe, productive meeting for all.

- **MAINTAIN** a confidential space. Take lessons learned and leave the rest.
- **DO NOT** speak over others. Raise your hand when you would like to share.
- **LISTEN** with respect and accept that others may have a different opinion than yours.
- **AVOID** use of stereotypes or other negative speech when sharing.

If needed, complete a round of introductions out loud or in the chat.

If participants are joining online, be sure to include them by monitoring the chat box and asking the group if they have something to contribute.

Warm-Up (8 minutes)

Option 1: (Say or show the definition of implicit bias: prejudice in favor of or against one thing, person, or group compared with another.) Can you think of examples of bias in the media?

Option 2: In small groups, please share what “implicit bias” means to you.

Show [Video](#) (2 minutes)



HELPFUL TOOLS

- Prep Time: 5-10 minutes
- Meeting Time: 60-90 minutes

[Video link](#)



Discussion Questions & Conversation Starters (30–60 minutes)

How can affinity bias, or the unconscious tendency to get along with others who are like us, negatively impact the workplace?

Elicit responses such as “hiring a team that lacks diversity” or “unfairly reviewing performance based on how similar staff are to me instead of based on their work.”

How might a “positive bias” still cause harm?

Share an example: A teacher assumes Asian students are very smart, and therefore does not provide them with the same attention as other students.

What can we do to limit/eliminate confirmation bias on our team?

Elicit responses such as “use concrete data to make decisions” and “intentionally make space for dissenting view and alternative options in conversations.”

Have you ever taken the [Harvard implicit association](#) test? If so, what were the results? Any surprises?

Ask the group to take the test and then discuss it.

Did you know there are over [180 types of cognitive biases](#), all of which can influence our thinking and behavior in ways we’re unaware of?

Explore the infographic together.

Review Resources for Further Learning (5 minutes)

- [Implicit Bias Training](#) | Kirwan Institute
- [eLesson: Unconscious Bias](#) | Microsoft
- [Anti-Bias Tools & Strategies](#) | Anti-Defamation League
- [How to overcome our biases? Walk boldly toward them: Verna Myers](#) | TEDxBeaconStreet

Wrap-Up (10 minutes)

Questions and Discussion

Something to try after the session:

Next time you have a decision to make, pause for a moment. Ask yourself: Am I at my best? Am I considering all the facts? If not, consider asking a colleague for a second opinion to be sure your biases are not influencing your choice.





Welcome to our discussion on Implicit Bias!

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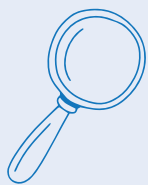
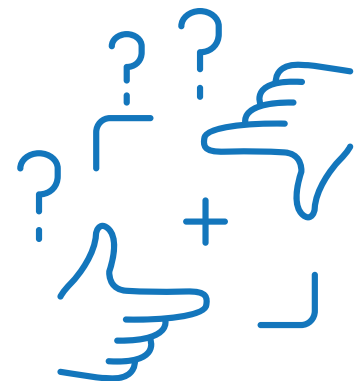
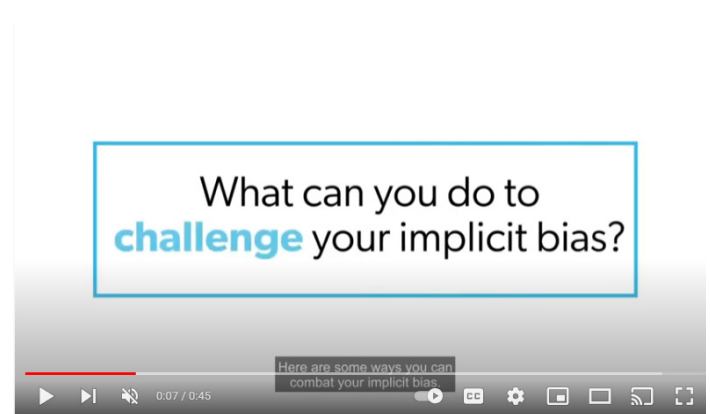
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Warm-Up (8 minutes)

What does empathy look like to you? Discuss your answers in small groups.

Show [Video](#) (2 minutes)



HELPFUL TOOLS

- Prep Time: 5-10 minutes
- Meeting Time: 60-90 minutes

[Video link](#)



Discussion Questions & Conversation Starters (30–60 minutes)

Is it possible to truly walk in another person’s shoes?

Why or why not?

Remind the group there is no right or wrong answer to this question.

What are the stereotypes related to your identity that cause the most harm?

Use this question if/when the group has built trust to allow colleagues to educate one another on stereotypes and their impact.

What might we do differently to better see people as individuals?

Elicit answers such as interrupt your own assumptions when you catch yourself or get to know people at a more substantive level.

What is the biggest barrier you face to implementing the “pause and reflect” strategy, and how might we overcome them?

Have the group consider solutions such as scheduling time each week or month to reflect, or making reflections on bias a standing agenda item in meetings.

Did you know only 13% of people surveyed in the U.S. say their fellow Americans are empathetic (source: [Starts With Us](#))?

Discuss: how might increased empathy, or the ability to understand or be sensitive to others’ feelings, help reduce bias?

Review Resources for Further Learning (5 minutes)

- [7 Practical Ways to Reduce Bias in Your Hiring](#) | Harvard Business Review
- [Toolkit to Minimize Implicit Bias in Recruitment](#) | Avarna Group
- [Hiring Rubric Starter Kit](#) | The Management Center
- [How to Interrupt Bias in Performance Evaluations](#) | UC Hastings College of the Law

Wrap-Up (10 minutes)

Questions and Discussion

Something to try after the session:

Spend 10 minutes per day exposing yourself to others’ experiences and perspectives by speaking to your colleagues, watching YouTube videos, following Twitter or Instagram accounts, or otherwise connecting to people representing identities with whom you do not otherwise have opportunity to interact.





Welcome to our discussion on Responding to Racism!

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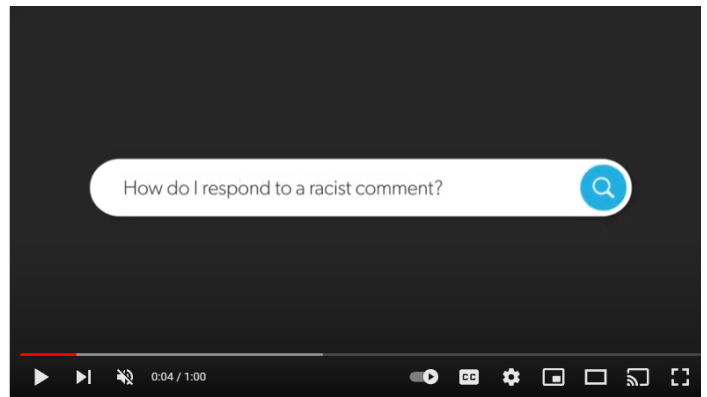
If needed, complete a round of introductions out loud or in the chat.

If participants are joining online, be sure to include them by monitoring the chat box and asking the group if they have something to contribute.

Warm-Up (8 minutes)

Discuss in small groups: In what ways have you witnessed racism? How were you impacted?

Show [Video](#) (2 minutes)



HELPFUL TOOLS

- Prep Time: 5–10 minutes
- Meeting Time: 60–90 minutes

[Video link](#)





Discussion Questions & Conversation Starters (30–60 minutes)

Indirect or subtle racist statements and actions are called microaggressions. How do you know when you have experienced and/or witnessed one and should speak up?

Remind the group that even a seemingly “small” act can have a large negative impact on someone, and while some people may not be offended, others can be deeply hurt by them.

How prepared do you feel to respond to racism?

Encourage participants who do not yet feel comfortable to continue their education on the topic, and to prepare a response in advance.

How might you ‘seize the moment’ when you hear a biased or racist comment?

Consider ways to be prepared for such a moment before it happens, such as having a team protocol for a phrase or gesture that alerts the speaker they have said something inappropriate.

If you don’t feel comfortable or safe to speak up, what other courses of action might you take?

Elicit ideas such as anonymous feedback or speaking to a supervisor.

Responding to racism is often about accountability for one’s comments and actions. How might the tools in the [racial accountability toolkit](#) be helpful?

Review the toolkit together, exploring the nuances between individual and community level accountability.

Review Resources for Further Learning (5 minutes)

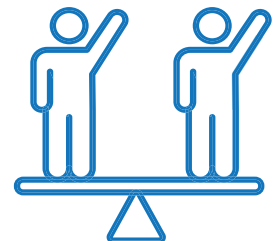
- [Challenging Racism: The Moving Walkway](#) | Alisha Foster
- [Being Antiracist](#) | National Museum of African-American History & Culture
- [Follow the Data: Systemic Racism as a Public Health Issue](#) | Bloomberg Philanthropies
- [Toolbox for Anti Racism & Radical Self-Care](#) | Oberlin College
- [White Supremacy Culture at Work with Dr. Okun](#) | Living Corporate Podcast
- [A Beginners Guide to Anti-Racist Results Based Accountability \(RBA\)](#) | Living Cities

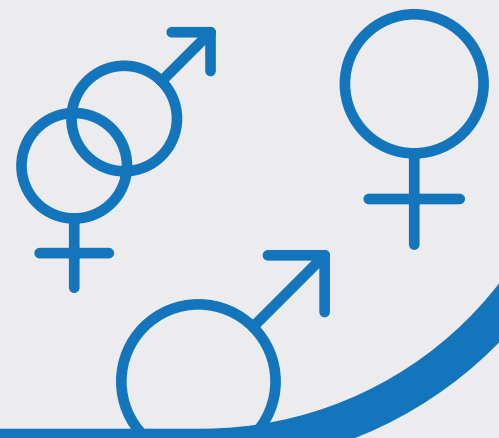
Wrap-Up (10 minutes)

Questions and Discussion

Something to try after the session:

Create a [solidarity circle](#) to provide a safe space to work through difficult conversations and action planning related to advancing antiracism.





Welcome to our discussion on Gender!

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If needed, complete a round of introductions out loud or in the chat.

If participants are joining online, be sure to include them by monitoring the chat box and asking the group if they have something to contribute.

Warm-Up (8 minutes)

Discuss in small groups: How might it feel to be misgendered, such as being, referred to with the wrong prefix (Mr., Ms., etc.)?

Show Video (2 minutes)



HELPFUL TOOLS

- Prep Time: 5-10 minutes
- Meeting Time: 60-90 minutes

[Video link](#)



Discussion Questions & Conversation Starters (30–60 minutes)

What work norms have you participated in to create more inclusivity for people who identify as nonbinary?

Elicit ideas such as using pronouns in email signatures or Zoom names.

Did you know there are hundreds of cultures across the globe that use diverse, nonbinary gender identities?

Visit this [map from PBS](#) to learn more about these cultures and identities.

What ways might you address a group that avoid gender-specific terms, such as “guys” or “ladies?”

Elicit responses such as “everyone,” “friends,” “you all/y’all,” and more.

How might we create more inclusive spaces for people across the gender spectrum (cisgender, transgender, and genderqueer)?

Brainstorm ideas such as using pronouns in email, Zoom, nametags, etc.; avoiding assumptions; not including prefix titles on documents; and more.

How might we be stronger allies for ourselves or others who identify outside the gender binary?

Consider strategies such as continuing to educate ourselves, being prepared to name a hurtful comment or action, and modeling inclusive use of pronouns.

Review Resources for Further Learning (5 minutes)

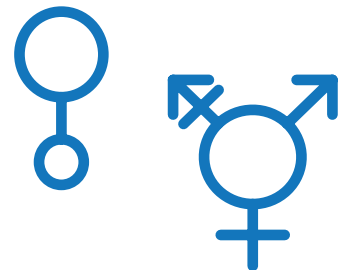
- [The Genderbread Person](#) | hues
- [Glossary of Terms](#) | GLAAD
- [20 Steps to an Out and Equal Workplace](#) | Out and Equal
- [Using Employees Preferred Gender Pronouns](#) | Society for Human Resources Mngt.
- [Transitioning in the Workplace: A Guide for Employees](#) | Human Rights Campaign
- [Coming Out at Work](#) | Human Rights Campaign
- [Transgender Inclusion Policy Sample](#) | The Management Center

Wrap-Up (10 minutes)

Questions and Discussion

Something to try after the session:

Check out the NY Times’ [Transgender Lives](#) story project to build your understanding of the lived experiences of people who are transgender.





Welcome to our discussion on allyship at work!

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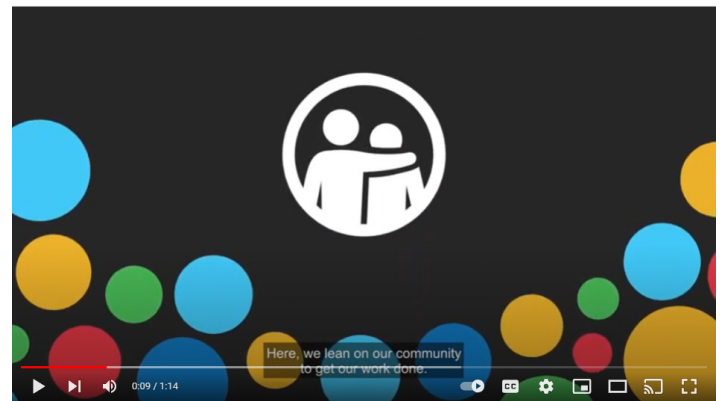
If needed, complete a round of introductions out loud or in the chat.

If participants are joining online, be sure to include them by monitoring the chat box and asking the group if they have something to contribute.

Warm-Up (8 minutes)

Discuss in small groups: What does the word privilege mean to you?

Show [Video](#) (2 minutes)



HELPFUL TOOLS

- Prep Time: 5-10 minutes
- Meeting Time: 60-90 minutes

[Video link](#)





Discussion Questions & Conversation Starters (30–60 minutes)

What are ways you or your colleagues might use privilege and power to benefit others?

Remind the group that most of us have some form of privilege (e.g., being a cisgender man, being white, being able-bodied, etc.), and depending on the context, we may be best positioned to use our power to intervene in a situation, mentor others, etc.

Have you explored your privileges? What would this look like to you?

Consider inviting the group to use the readings, videos, and activities in this [privilege exploration exercise](#).

What might listening fully and actively look like in the context of allyship?

Elicit responses such as “hearing the concerns of marginalized groups with defensiveness” and “check for understanding to avoid assumptions.”

Research shows we forget between 50% and 80% of what we hear. How can we be more active listeners to be better allies?

Explore the [active listening toolkit](#) together to identify new listening strategies.

Did you know more than one-third of Black women who have spoken up about racism in the workplace have experienced retaliation, compared to only 10% of white women (source: [LeanIn.org](#))?

Ask: Why does racial allyship matter to you?

Review Resources for Further Learning (5 minutes)

- [STANDING UP: What is calling in versus calling out?](#) | Project Rockit
- [Allyship at Work](#) | Dr. Aronté Bennett
- [The Urgency of Intersectionality: Kimberlé Crenshaw](#) | TED
- [Social Justice Phrase Guide](#) | The Opportunity Agenda

Wrap-Up (10 minutes)

Questions and Discussion

Something to try after the session:

To be an ally, the first step is to explore your own identity to find ways you may have privilege and power to use on behalf of others. Use the [Social Identity Wheel](#) to structure a dialogue around identity exploration. The University of Michigan created several options for facilitating the activity, found [here](#).



Welcome to our discussion on Intent versus Impact!

Please adhere to our **Community Guidelines** to ensure this is a safe, productive meeting for all.

- **MAINTAIN** a confidential space. Take lessons learned and leave the rest.
- **DO NOT** speak over others. Raise your hand when you would like to share.
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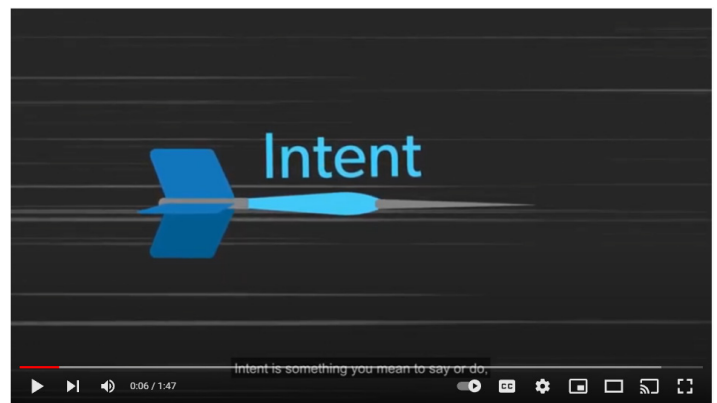
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Warm-Up (8 minutes)

Discuss in small groups: How would you define the word 'intention?' Where do intentions come from?

Show [Video](#) (2 minutes)



HELPFUL TOOLS

- Prep Time: 5–10 minutes
- Meeting Time: 60–90 minutes

[Video link](#)



Discussion Questions & Conversation Starters (30–60 minutes)

Have you ever had an impact on someone that was not aligned with your intent? How did the other person feel? How did you feel?

The video points out examples of questions and compliments that can be interpreted as microaggressions and cause harm. What are some other examples?

Elicit responses such as complimenting someone’s ability to speak English, excluding someone who is differently-abled based on an assumption about their limitations, or asking someone for a nickname because you cannot pronounce their given name.

What are some alternative responses to “I’m sorry you feel that way?”

How might you avoid becoming defensive when someone gives you feedback on something you said that had a harmful impact?

Have the group consider: asking for a moment to reflect, taking a deep breath, and reviewing the resources offered today.

Taking a restorative approach means repairing harm over punishment. How might we create team norms that allow us to repair harm when a situation occurs?

Consider: use a template for giving feedback (such as [the SBI](#)), have a team norm to call others in when harm is caused, create feedback partners so everyone has someone to speak to whether they caused or received the harmful act.

Review Resources for Further Learning (5 minutes)

- [How Intent and Impact Differ and Why it Matters](#) | HealthLine
- [Intent Versus Impact \(video\)](#) | Dr. Cheryl Ingram
- [Calling In Versus Calling Out](#) | Inc.

Wrap-Up (10 minutes)

Questions and Discussion

Something to try after the session:

Practice recognizing the impact of your words the next chance you get. Be prepared by thinking about what you will say if you unintentionally cause harm. For example, “I’m realizing what I just said hurt you, and I’m sorry. It was not my intent, but I see the impact I had.”



Welcome to our discussion on Colorism!

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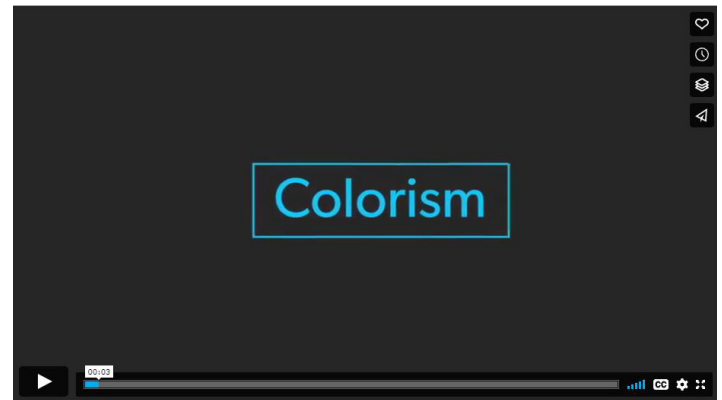
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Warm-Up (8 minutes)

Large group discussion: Has anyone ever heard of the term colorism? If so, can you share your definition? In what ways have you observed colorism?

Show Video (2 minutes)



HELPFUL TOOLS

- Prep Time: 5–10 minutes
- Meeting Time: 60–90 minutes

[Video link](#)



Discussion Questions & Conversation Starters (30–60 minutes)

Depending on timing, the following questions can be discussed in small or large groups.

What are some behaviors, advertisements, or language that contribute to colorism?

Encourage participants to think about how media, fashion, and backhanded compliments can contribute to colorism.

What are some behaviors, advertisements, or language that have contributed to colorism?

Encourage participants to think through how media, fashion, beauty, and backhanded compliments internalize societal and individual negative views.

Bias towards people with darker skin can be subtle or direct. What are some consequences of this bias and how can it negatively impact the workspace?

Elicit responses such as “hiring a team that lacks diversity” or “unfairly comparing work preference based on skin color instead of merit.”

What can we do to address colorism in and out of the workplace?

Encourage participants to think about their own power centers and spaces of influence (ie – Allyship, education youth, etc.).

Review Resources for Further Learning (5 minutes)

- [Confront Colorism Guide](#) | Jackie Menjivar
- [Controversy over ‘In the Heights’ raises awareness of colorism and racial inequity](#) | Astrid Galvan, Associated Press
- [Colorism](#) | The National Conference for Community and Justice (NCCJ)
- [Toolkit for “What’s ‘Colorism’?”](#) | Learning for Justice
- [The Roots of Colorism, or Skin Tone Discrimination](#) | ThoughtCo

Wrap-Up (10 minutes)

Ask each participant, depending on the size of the group, one new awareness or learning they are taking away from today’s discussion. Review and share the response guide below.

Colorism Response Guide:

Assess how your thoughts, language, or behaviors may contribute to colorism. A question you can ask yourself is “what are my own biases and issues with colorism? How do I feel about my own skin color, if anything? Then be mindful of statements or actions around colorism.