

Fit for the Road Notes

Fit for the Road was developed for the LTSC to offer a health and well-being resource to council members. It has recently been revised to better support the running of the programme from an independent company/depot/business level to give more flexibility and choice.

If you have any questions about the documents for this programme, please contact Sian Williams at thetemp@xtra.co.nz.

You'll see in Google Drive that I have made a LTSC -Resources Folder. Within that folder I have copied everything you need to run the programme from a depot level, using an administrator/team lead from the depot/business. If the business/depot wants to bring in a Personal Trainer and/or Nutritionist to support the program they can at their own cost.

If you require a health screen at the start up meeting please contact your local occupational health nurse, or a health provider to co-ordinate this.

1- Pre-Programme: This has an editable poster to print and put around the workplace to encourage buy-in.

3- Start up: This has the PowerPoint presentation to introduce the programme at the start up meeting as well as the Health Screen and Registration form and Goal Setting Forms. The Health Screen form is an template, please edit to suit.

4- Modules: There is one module per month, **Better Fuel for your Body, On the Move, Better Balance, and Heart Health** attached to each module is a **Guides** folder which has an employer's guide and an administrator guide to tell companies how to run each module. There is also a **Print Outs** folder which has all the resources needed to run each module.

5- Final Celebration: This has a certificate and invitation template if you would like use it, if you decide to do a final celebration. Suggestions are a breakfast or after work celebration with fun prizes for e.g biggest loser etc with healthy food supplied, friends and family welcome.

At Start Up Meeting

- What needs to be done at the start up if you're doing a health screen (form in **Start up** folder on shared drive):
 - Start Up Presentation
 - Give the participants **Module 1 – Better Fuel for your Body** paperwork apart from cookbook
 - Go through goal setting and give goal setting forms (**in Print Outs Module 1**)
 - Height, weight and blood pressure (any super high blood pressure recommend GP visit ASAP. Systolic over 180. Diastolic over 100) (optional)
 - Pre Health Screen & Waiver by each participant (optional)

- Lifestyle Questionnaire by each participant (optional)
- Explain the 3-day food diary (optional)
- Talk about final celebration/challenge (optional)

Module 1 - Better Fuel for your Body

- Read **Module 1** administrator guide and employer guide in **Guides** folder
- Hand out module 1 **Print Outs** folder **Better Fuel for you Body** (if not done at start up meeting)
- If completed forward on food diaries to a nutritionist for feedback (optional) or participants can keep for personal reference.
- Follow the procedure for smoking. **Modules 1 – Quit Smoking (optional)**
- Send out hard copies or email cook book in **Print Outs** folder
- Research a local event to compete in for the physical activity challenge (after 10 weeks into the programme is ideal as that gives them the chance to complete month 2 and train for it). If you can't find an event you can design one yourself. See pedometer challenge as an option in **Module 2** folder and/or check out the Heart Foundation website for challenge ideas if this is something you would like to do: <https://nfp.everydayhero.com/nz/heart-foundation> (optional)
- Check in with dietician regularly to ensure participants on track to complete all consults (optional)
- Research where you can buy Pedometers/Fitbits from and buy enough for all participants for the physical activity challenge. (optional)

Module 2 – On the Move

- Read administrator and employers guides in **Guides** folder
- Hand out module 2 paperwork in **Print Outs** folder **On the Move**
- Enter the local event you've chosen for the challenge. (As part of their contract they have signed to do this).
- Run the physical activity challenge (might not fall in this month better to be next month).
- Get stories from companies for the newsletter, template in **Print Outs** folder (optional)
- Contact Rachel Lehen from Fatigue Management Solutions rachel@frms.co.nz (sleep apnoea pre-screening) with company details and how many participants and what date she can contact them from (you decide this as long as it's in module 3, best time is when physical activity challenge is out of the way)

Module 3 – Better Balance

- Read administrator and employers guides in **Guides** folder
- Hand out module 3 paperwork **Better Balance**
- Introduce Fatigue Management Solutions and remind companies Rachel Lehen will be in touch
- Tracking challenges (optional)
- Get stories for the newsletter (optional)
- Start thinking about final celebration (optional)

Module 4 – Heart Health

- Read administrator and employers guide in **Guides** folder
- If you would like to order any resources, see **heart foundation resource order form** in **Print Outs** the first 50 copies should be free but check, PDF downloads should be free.
- Share Heart Foundation website, where staff can check their BMI and see other heart health options. <https://www.heartfoundation.org.nz/wellbeing>
- Hand out module 4 paperwork in **Print Outs** folder **Heart Health**
- Tracking challenges (optional)
- Get stories for the newsletter (optional)
- Start planning Final celebration (optional)

Before Final Celebration

- Organise suitable times, dates and locations (either in the last week of the programme or the week after)
- Book locations and catering (confirming numbers closer to time)
- Book Personal Trainer for 10min training session (optional)
- Book occupational health nurse for final health screen (optional)
- Send out invitations to participants ensure everyone RSVP's. Invite supporters (eg. Family and friends) Invite template in **Final Celebration** folder
- Approach local companies to sponsor prizes, or purchased prizes
- Invite LTSC members
- Buy prizes if you would like to celebrate any special achievements. You choose categories in **final celebration folder**
- Organise Evaluation forms and repeat lifestyle questionnaire (optional)
- Send out reminders of when and where final celebration is.
- Get RSVP's and confirm with caterers.

At Final Celebration

- Ensure weights, lifestyle questionnaire and evaluation forms are filled in.
- Run a group fitness session (10 minutes, two good videos are Tabata fitness one 4mins and one 6mins which the participants have been given in their On the Move booklet to use https://www.youtube.com/watch?v=aUYRVSZ_VY and https://www.youtube.com/watch?v=3gi_lIpAJ34 or use one of the truck workouts). You could get a local personal trainer in if you've been working with them throughout the programme.
- Take pictures
- Enjoy food
- Prize giving
- Acknowledge the company representative