

UCI WELLNESS AMBASSADOR COMMUNICATION GUIDE

OBJECTIVE

- Be a voice within your work place to build awareness and promote health and wellness.
- Relay information that will help you and your coworkers succeed in creating a healthy work environment through effective communication methods.
- Nurture the wellness needs and goals of your work unit by being a connection to wellness opportunities.

AMBASSADOR KICK-OFF ANNOUNCEMENT

Announcing your new role as Wellness Ambassador:

- **Be sure that you have gained proper authorization before you begin distributing emails or flyers within your work unit under the title, “UCI Wellness Ambassador”.**
- This could be as easy as talking with coworkers about your new role or communicating your new role through methods such as a department-wide email or meeting and/or a department/school newsletter (See sample email announcement templates).
- You could also add your role to your email signature and update the UCI directory.

COMMUNICATE EFFECTIVELY IN YOUR WORK PLACE

Email Announcements:

- You will receive ongoing announcements and information via both the Wellness Ambassador Listserv and the Wellness listerv to promote awareness and program participation. As a UCI Wellness Ambassador, you can determine whether to forward the information via email or request to add coworkers to the wellness listserv so that they can receive information directly.
- Suggestion: Promote at least one program with each announcement you send to your department email.

Bulletin Board Announcements:

- Although it is not required, finding a place to hang up flyers or post announcements is a good way to provide your workplace with visual aids and reminders of health & wellness related topics.
- Posting sign-up sheets and posters for wellness events and programs will help to gain participation from your work unit. (e.g. walking group & healthy potluck)
- Post current or upcoming wellness program flyer(s) consistently, and change them when new programs are implemented by UCI HR Wellness.
- Suggestion: If you do not know what to post, you can start with printing and posting the flyers, announcements, and information that you will receive from UCI HR Wellness via the Wellness listserv.

Announcements:

- Increase awareness in UCI HR Wellness programs, events, and resources by asking for a standing ‘Wellness Ambassador’ agenda item on your team/department meetings.
- Suggestion: Invite a UCI HR Wellness department resource such as our Employee Assistance Program or Fidelity to speak at your unit/department meeting.