

HEALTH AND WELLNESS PROGRAMMING PLANNING GUIDE

INTRODUCTION

Health and wellness programs allow for chapters to design and implement educational opportunities relevant to their members that support well-being. The goal of these programs is to use chapter, campus, community and Delta Tau Delta resources to enrich the lives of all members. As the health and wellness coordinator, you should design health and wellness programs to be 15 to 60 minutes and take place regularly. This planning guide will help you tailor these programs to meet the unique needs of your chapter members and campus.

This planning guide was adapted using the resources from Gamma Phi Beta Sorority for their PACE programming.

GETTING STARTED

The privilege to plan health and wellness programs for your chapter is an exciting opportunity. To make the most of this opportunity, you'll want to consider the following key pieces of information.

- **Update the chapter calendar:** It's important to know how many health and wellness programs you'll have to plan.
- **Form a committee:** One of the most effective ways to be successful in your role as the health and wellness coordinator is to use your committee. Ask others for help and ideas. Delegate tasks to involve more members in the chapter and prevent you from feeling overwhelmed. Members on your committee could: facilitate health and wellness programs, survey the chapter for program topics, research topics, coordinate with guest facilitators and collect feedback from the chapter following the health and wellness program.
- **Survey the chapter:** Health and wellness programs are an opportunity to tailor educational programs to your chapter members' needs and campus community needs in real-time. Send out an online survey (try SurveyMonkey or Google Forms). Chapter members should consider the following questions. You could even consider providing multiple-choice options or select all that apply to make the survey event more user-friendly for your members.
 - What skills do you want to learn to support your well-being?
 - What topics interest you?
 - Which departments or resources on campus would you like to learn more about?
 - What would help you develop to be a more successful student?
- **Use the Membership Impact Survey Results:** Each of your chapter members takes a survey to let you know about their experience in the chapter. This data has useful questions on the types of programming members would like to see. Connect with your chapter president or advisor on how to access this information.
- **Select your topics:** Once you've collected feedback from the chapter on what kinds of topics they want to learn about, select your topics and plan how to make an engaging 15 to 60-minute health and wellness program.

PLANNING HEALTH AND WELLNESS PROGRAMS

To plan a successful health and wellness program, consider the following:

- **What's big on campus, in the media or the news right now?** What are the relevant topics members need to know about?
- **Use your members' expertise.** Everyone knows someone. Reach out to members and see who they know or what topics they're educated in. Utilize that expertise to help build out your programming calendar.
- **Connect with the facilitator.** Once you've decided on a topic and who will facilitate it, connect with the facilitator to review what they're going to discuss. Make sure it can fit into the allotted time and that it is appropriate to share with the chapter. Plus, you can use this as a time to remind the facilitator about the date, time and location of their health and wellness program.
- **Make the ask at least one month in advance.** It's important to plan your programs far in advance to make sure you have a facilitator in place when the time comes. Asking at least one month in advance allows for plenty of time. The further you plan in advance, the better.
- **Partner with other student organizations.** Which organizations on campus might be a good fit for a health and wellness program? Organizations connected to different health and wellness topics like Active Minds, peer health educators, etc. are perfect options. It's even better if Delta Tau Delta members are in those clubs. They could be the facilitators.
- **Partner with campus offices.** Combining your efforts with an academic or student affairs office on campus will provide you access to a whole new level of resources. For example, if your health and wellness program is about campus safety, you could partner with your campus security office to host a program. These individuals are experts in their fields and will be able to help you deliver high quality programs. Bonus! Often these offices have student or staff facilitators trained on predeveloped programs, so all you'll need to do is select the program and ensure a facilitator is available during the day and time you want to host the program.

Tip: Keep a record of topics and guest facilitators for health and wellness programs hosted from year to year. This history will prevent the next officer from choosing the same topics year after year. This history may also help the next officer choose guest facilitators that connect well with chapter members. This record can be shared in your officer's working notebook or during officer transitions.

BEFORE THE HEALTH AND WELLNESS PROGRAM

In preparation for each health and wellness program, be sure to complete the following:

- **Connect with your facilitators.** Confirm the date, time, location and content of the program.
- **Remind the chapter.** It's best to have all health and wellness programs on the calendar at the beginning of each term so members can plan to attend. Inform the chapter of the program's topic and any details regarding how to attend.

AFTER THE HEALTH AND WELLNESS PROGRAM

You want to make sure your programs are successful, right? Take the following steps after a health and wellness program to make sure it was the best it could be.

- **Reflect and celebrate your successes.** Write down what was successful about the program. This is a great place to reflect if you had an outstanding campus or community partner. Keep a record of programs that were particularly successful so future Health and Wellness Coordinator can build on your success.
- **Provide recommendations for the future.** If something didn't go as well as you'd hoped, include that in your reflection. For example, was the facilitator prepared? Did the program stick within the predetermined time frame? Did members seem engaged? Reflect and make note of this information to prevent missteps from being repeated in the future.
- **Collect feedback from the chapter.** After each health and wellness program, ask the chapter to provide feedback. What did they like? What could have been improved? What topics do they want to discuss in the future? Consider using Survey Monkey or Google Forms to collect this feedback from your members.
- **Acknowledge others and give thanks.** Whether there were guest facilitators, alumni or chapter members who helped make the health and wellness programs possible, it is always important to show gratitude. Be sure to write thank you notes and/or acknowledge helpers during a chapter meeting. A little gratitude goes a long way.

HEALTH AND WELLNESS PROGRAM IDEAS

For inspiration, use the Wellness Programming Calendar and the Promoting Health and Well-being as the Health and Wellness Coordinator as a resource to generate ideas and ensure that your programs are supporting well-being.

Here are a few additional ideas to start your brainstorm.

- Negotiation skills (invite a Delta Tau Delta alumni)
- Host a class: drawing, painting, baking, cookie decorating, calligraphy, self-defense, interior design, workout, yoga, dancing, etc.
- Financial management tips (savings account, investments, budgeting, etc.)
- Time management strategies
- Mental health and self-care
- Prevention tips: alcohol consumption, self-defense, online dating, rideshare, driving through winter weather, etc.
- Learn about different social identities (race, ethnicity, sexual orientation, gender identity, ability, religion/spirituality, nationality and socioeconomic status)
- How to create healthy habits
- Positive self-talk
- Discuss how to practice emotional intelligence
- The benefits of meta-cognition and journaling
- Discuss nutrition and healthy eating habits (quick "on-the-go" snacks or best foods to eat while studying)
- Mindfulness
- Practices to decrease stress

SAMPLE HEALTH AND WELLNESS PROGRAM OUTLINES

Learn How to Salsa Dance (60 minutes)

Facilitator: Instructor from the Campus Rec Center

Location: Campus Rec Center

- I. Introduce the instructor (two minutes)
- II. Share an overview of the program (three minutes)
- III. Learn how to salsa dance! (50 minutes)
 - A. Watch a demonstration
 - B. Learn the steps
 - C. Try it out!
- IV. Wrap up, thank the instructor and dismissal (five minutes)

How to Build a Rock Star Budget (45 minutes)

Facilitator: Representative from the Campus Career Center or Financial Aid Office

Location: Campus Lecture Hall

- I. Introduce the facilitator (two minutes)
- II. Share an overview of the program (three minutes)
- III. Discuss five tips for constructing a budget
 - A. Structure of a budget and building your categories (five minutes)
 - B. Tracking your spending (five minutes)
 - C. Identifying goals (five minutes)
 - D. Adjusting habits (ten minutes)
 - E. Checking in and tools (five minutes)
- IV. Wrap up, thank the facilitator and dismissal (five minutes)

