



CLASS REQUEST PROCEDURES

Are you interested in participating in the Wellness Program but it's too far to travel from your worksite? Or are you a supervisor looking to improve productivity through a training or staff meeting for your employees? Well, look no further. The Wellness Program may be able to travel to your office with just what you are looking for. Below is all you have to do to make it happen.

1. **Obtain management approval:** Be sure to clear the request with your supervisor and assure you have approval from the appropriate channels within your organization.
2. **Choose the program:** See list of [available programs](#).
 - Discuss interest among coworkers or staff. Consider conducting a survey.
 - **Requested programs will be considered for a minimum of 20 people.**
3. **Guarantee a room:** Make sure you have reserved a room that is an appropriate size and configuration for your desired program.

Examples:

 - Yoga and fitness programs require an area cleared of chairs and tables, and space enough to accommodate movement between participants.
 - The Wellness Profile must be scheduled as a 2-3 hour early-morning session to accommodate fasting appointments and 1 hr follow-up session 1-2 weeks after the Wellness Profile.
 - **CSA program:** *worksite must be able to reserve at least two parking spaces for 2 hours on the same day every week, (in a low traffic area) to allow the farm's produce truck to park and distribute employee CSA boxes.*
4. **Coordinate with Wellness Program:** Complete the **CLASS REQUEST FORM** * then submit to the Wellness Program @ wellness.program@ventura.org or to brown mail # 1370.
 - Include your requested program, preferred dates, times, room location.
 - *You will be notified if the Wellness Program is able to obtain an instructor and whether the program will require online registration.*
 - *CSA You will be contacted to work out logistics, etc.*
5. **Help promote the event:** Use flyers, emails or announcements to reach as many people in your building/office as you can. Consider including employees from other County departments. The more people included, the more likely you are to reach the registration minimum!

If the form opens like this...

County of Ventura - Admin | interactive_form_tips_2... | FormCLASSREQUEST.pdf

vcportal.ventura.org/CEO/benefits/wellness/docs/FormCLASSREQUEST.pdf

Apps | Download IObit Free... | Yahoo | Suggested Sites | Healthy Oatmeal Rais... | QR Code Generator | County of Ventura | TEST - County of Ven... | CSS Button Generator | Login/Register for Ve... | Setting action button... | Wellness Codes | Other bo...

FormCLASSREQUEST.pdf 1 / 1

Wellness Program Request Form

1. Click on download icon to download the "Wellness Program Request Form" to your "desktop".

Choose type of request:
Staff Meeting of Training ☐
General Wellness Program ☐

Name of Program (example, Healthy Meals in Minutes):
1st Choice 2nd Choice

Preferred Program Dates:
1st Choice 2nd Choice

Preferred Program Times:
1st Choice 2nd Choice

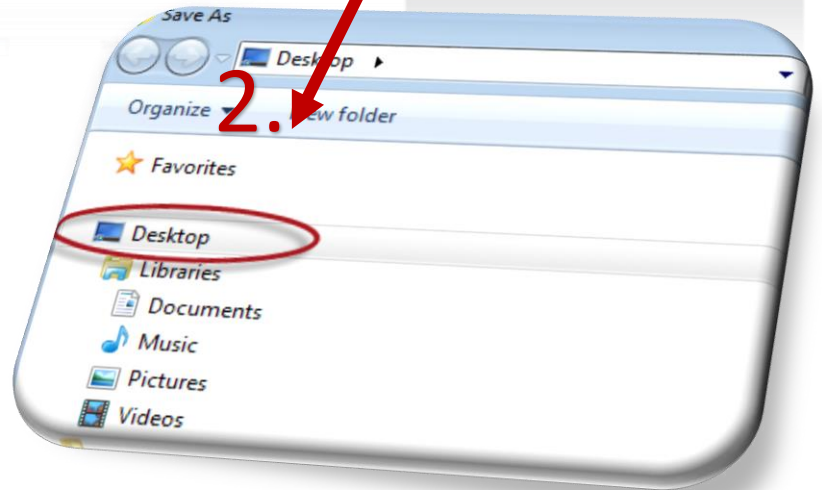
Address: (Please include building name, room name or room number)

1st Choice 2nd Choice

1st Choice 2nd Choice

1st Choice 2nd Choice

3. After "saving" the form, go to your desktop and open the form by double-clicking on the icon.



Available Wellness Programs for Request

Requested programs will be considered for a minimum of 20 people

CSA Program: CSA is Community-Supported Agriculture. CSA's allow its members to buy a "share" in a farm's production & receive a weekly box of the farm's freshly picked produce. CSA members can purchase fresh, locally grown, seasonal produce and have it delivered to their worksite every week.

Wellness Profile: Receive a valuable array of tests (including a blood panel that measures total cholesterol, HDL, LDL, triglycerides and glucose) and a personalized results booklet to help you get healthy and fit. It's FREE, CONFIDENTIAL AND EASY! 30-minute morning appts, followed by a 1 hour follow-up Seminar within 2 weeks.

Working Well! What is Wellness, anyway? Discover how some County employees have turned their lives around with the help of the Wellness Program and discover how your office can also benefit. Don't miss this Wellness introductory! Experience improved health and productivity! 1 hour session.*

Eating Well at Work: Discover surefire ways to make healthy eating easier than ever. Get ideas for better potluck fare, healthier office snacks and tasty pack-n-go lunches. Also, find out which choices are your best bets from vending machines and local eateries. 1 hour session.*

Get Fit While you Work: Having trouble fitting exercise into your busy schedule? Discover easy and effective ways to get the exercise you need right at work. Learn the key to burning fat while you work and countering the effects of sitting all day. (Wear comfortable, loose clothing). 1 hour session.*

Stress Management: Stress is a common fact of today's hectic lifestyles, underlying many illnesses from heart attack to depression. Learn how to build resistance to stress and better cope with life's demands. Practice easy techniques for letting go of daily worry and tension and learn practical ways to relax, be healthy and maintain your sanity. 1 hour session.*

Living Well with Diabetes: If you or a family member have high blood sugar, come learn from our experts the latest strategies for controlling blood sugar and reducing the risk of diabetic complications. In this 2-PART series you'll get answers to your questions about nutrition, medication, exercise, self-monitoring and more. 1 hour session once per week for 2 weeks.

Cholesterol Control: Lower your cholesterol and reduce your odds of heart disease! In this 2-PART series, you'll learn everything from cholesterol-lowering medicines to super cholesterol fighting foods and the newest diet that can cut your cholesterol 30-40%. 1 hour session once per week for 2 weeks.

What You Need to Know About High Blood Pressure: Discover what works for lowering high blood pressure. From the best natural approaches to the latest medicines, you'll get the facts and answers to your questions. Even if you have "normal" blood pressure, learn how to keep your blood pressure from creeping up. 1 hour session.

Jump Start Your Weight Loss: Discover a surefire diet plan to take weight off fast. Get the skinny on today's most popular weight loss options; learn the weight loss secrets of the most successful "losers" and find out which approach will work best for you. 1 hour session

Lose 10 Pounds in 10 Weeks: Join this effective weight loss program that offers a simple, realistic approach to permanent weight loss that can leave you thinner and healthier. Participants who have followed the guidelines of this program have lost an average of one pound a week. 1 hour session once per week for 5 weeks. (May be extended to 10 weeks if enough participants regularly attend first 5 weeks)

Healthy Meals in Minutes: Our culinary expert will demonstrate time saving recipes and cooking shortcuts to help you cut calories while preparing quick, easy and deliciously healthy meals. Samples and recipes will be provided. 1 hour session.

Positive Parenting: Gain strategies for minimizing the hassles and tantrums in your household. Feel calmer and enjoy parenting more, as you learn skills to avoid power struggles and encourage cooperation. This program is a must for parents with children of all ages. 1 hour session once per week for 2 weeks.

Yoga/Stretch and Relax: Did you know that Yoga can do more than help you increase flexibility? Yoga can help relieve stress, depression, anxiety, back pain, arthritis and more. Take a break to relax and revitalize, whatever your age, weight or condition. Attend as often as your schedule allows. (Bring a towel or mat and wear comfortable loose clothing). 1 hour session once per week for 6 weeks.

**NOTE: Managers/Supervisors-- CAN BE MODIFIED INTO A SHORTER STAFF MEETING PRESENTATION*