

SMART WORK and LIFE

Suggested Implementation Plan

Once your organisation has agreed to purchase one of the SMART Work and Life (SW&L) packages we suggest the following as a guide for how you may want to implement the programme across your organisation:

STEP ONE A – GAIN MANAGEMENT SUPPORT

- It is imperative that management throughout the whole team/organisation support this initiative for maximum success, therefore we recommend ensuring a briefing is sent to all line managers at the earliest convenience and for those who want to find out more, they can request their access to the SW&L Portal by providing the required details to Smartworkandlife@uhl-tr.nhs.uk
- This is especially important if your organisation has signed up to the Exclusive package as staff will need time out of working day to complete the measurements. More detail will be provided to those who purchase this package.
- If your organisation has signed up to the Exclusive package, baseline evaluation measurements will need to be conducted prior to SW&L starting

STEP ONE B - FIND YOUR WORKPLACE CHAMPIONS

- Advertise across your workforce/team for people to come forward to be Workplace Champions (see The Role of the Workplace Champion for details of the role)
- Once allocated, request their access to the SW&L Portal by providing the required details to Smartworkandlife@uhl-tr.nhs.uk
- They can then begin to work through the content and consider how to bring SW&L to life
- If purchasing the Champion Support or Exclusive package ensure they attend their half-day virtual Champions training – we would highly recommend upgrading your package to include the Champions training to really get the most out of implementing SW&L

STEP TWO – INDIVIDUAL PORTAL ACCESS

- For individual staff members who would also like access to the portal which includes our SW&L eLearning module – please provide the required details to the designated Workplace Champion who will ensure they have access and will guide them through the content (Champions then get in touch with LDC to set up accounts)
- A total of 50 logins are provided per organisation, these don't all have to be activated immediately but could be used in the future for new starters as part of their induction for example.

STEP THREE – GETTING STARTED

- Workplace champions can begin implementing their workplace support as suggested in the portal including:
 - Launching SW&L within their team and directing individual staff members to the portal
 - Sending monthly motivational emails
 - Putting up motivational posters
 - Encouraging the use of the free apps to prompt breaks from sitting
 - Encouraging small environmental changes to enable more standing and movement
 - Ensuring the topic is included regularly on team/department meeting agendas
- Additionally Workplace Champions should begin organising their workplace group sessions – further instructions of how to set-up and run these can be found in the Workplace Champion resource kit on the portal
- Don't forget to work with the LDC team to set up your free online survey – email Smartworkandlife@uhl-tr.nhs.uk to discuss

STEP FOUR – KEEPING IT GOING

- Workplace Champions should look to keep the workforce motivated to sit less – this could be as simple as a change in posters, right through to a team presentation on the latest findings around sitting less
- Again ideas and resources for this can be found on the portal
- Continue to find out how the work of the Champions is being received by utilising the online survey and ensure to review your quarterly report
- If you have signed up to the Exclusive package, organisation-wide evaluation may be continuing. Make sure to ensure your workforce know what their responsibilities are for this and also let them know the outcomes – this will provide another boost to motivate people to sit less.

STEP FIVE – ONGOING SUPPORT

- For organisations with the Champion Support or Exclusive packages please attend the six-monthly Champion Academy to learn from others and share how you are getting on

Please ensure to take a good look around the SW&L portal to maximise its impact on helping your workforce to reduce their sitting time during and outside of their working hours.

If you have not yet purchased SMART Work and Life and are interested in finding out more, please contact us on Smartworkandlife@uhl-tr.nhs.uk or fill out [this form](#) to receive our free taster kit.

