

SMART WORK and LIFE

Champion Responsibilities

YOUR ROLE

As a SMART Work and Life Champion you will be a point of contact for the colleagues that are taking part. Along with your fellow Workplace Champions, you will help drive the delivery of the SMART Work and Life programme, which will be done through various different means as outlined in more detail below:



BUILDING YOUR CONFIDENCE AS A WORKPLACE CHAMPION

Depending on the package your organisation has purchased will depend on what is available to help build your confidence as a Workplace Champion:

- **Basic Online only Package** - please explore the brief training document available with the Workplace Champion kit on the portal.
- **Champion Support Package** - You will be invited to attend our 3-hour virtual training session designed to help prepare you for your role as a champion. It will focus primarily on your roles and responsibilities and provides you with appropriate skills and tools needed for the role.



LAUNCH THE PROGRAMME WITHIN YOUR TEAM/OFFICE

Once you have familiarised yourself with the programme, begin planning how you are going to implement it.

Ensure your managers and individual staff members have access to the portal so you can guide them to the resources and eLearning that will support them in reducing their sedentary behaviour.

Please note - If your organisation has purchased the Exclusive Package you will not be able to begin implementing the programme until the baseline data is collected.



SEND MONTHLY MOTIVATIONAL EMAILS

The Workplace Champion resource kit on the portal provides templates, which you can adapt as you see fit.



CO-ORDINATE INDIVIDUAL AND GROUP CHALLENGES

The Workplace Champion resource kit on the portal suggests some challenges around sitting less – you can of course come up with your own.



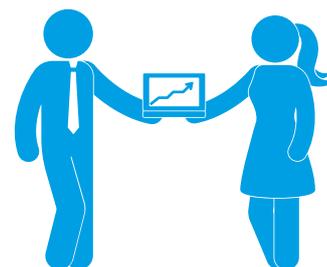
FACILITATE SMART WORK AND LIFE GROUP CATCH UP SESSIONS

With information about how to do this in the portal and further explanation provided at the training, we recommend setting up frequent group catch up sessions to continue to motivate and encourage your workforce to reduce their sitting time during and after their working hours.



ENCOURAGE COLLEAGUES TO USE THE SMART WORK AND LIFE RESOURCES

Available in the individual resource kit.



CHAMPIONING THE AREA OF HEALTH AND WELL-BEING

Particularly encouraging reductions in sitting across your organisation alongside your fellow Champions, this is even possible when your colleagues are working from home.



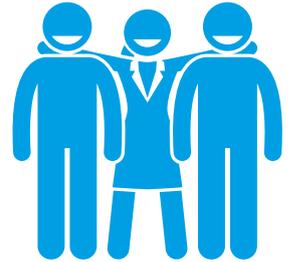
ENCOURAGE ENVIRONMENTAL CHANGES

- Have meetings at high tables
- Move bins away from desks
- Relocate the printer
- Encourage people to use standing desks if they are available.



ROLE MODEL

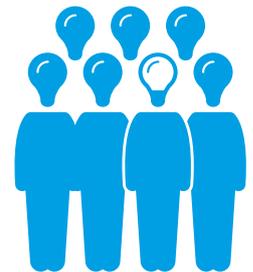
Act as a role model of positive behaviours i.e. sit less, promote standing meetings.



CHAMPION ACADEMY SUPPORT

(only available in the Champion Support or Exclusive packages)

Join the 6-monthly Champion support sessions to share your ideas, and learn from others also embedding SMART Work and Life within their organisations. .



STAY UP-TO-DATE

Ensure the SMART Work and Life team at the Leicester Diabetes Centre have your up-to-date contact detail at all times to ensure that you stay informed about Academy workshops, news stories and much more.



BENEFITS OF BECOMING A SMART WORK AND LIFE WORKPLACE CHAMPION

- Develop new skills
- Support your personal and professional development
- By delivering SMART Work and Life you are implementing the evidence of the largest research study of its kind worldwide
- Helping others to improve their health and well-being could boost your own physical and mental health
- Certificate of training provided to those attending the half-day virtual Champions training.

