

Work@Health® Employee Training

Training Course Syllabus

July 2023-December 2023

The Work@Health® employees will receive training from T3 Trainers in the Work@Health® curriculum. The schedule was developed to allow time for participants to immerse themselves in the curriculum, while receiving support from T3 Trainers in a format that meets their specific needs and style.

Train and Support Employees – October 2nd -December 31st

The schedule was developed to allow ample time for participants to fully immerse themselves and complete each activity at a pace that is comfortable and does not interfere with other daily responsibilities. The Training Phase of the program is largely completed through web-based training and online interactions with training and technical assistance staff. **The Training Phase culminates in an in-person workshop for Modules 7 & 8.**

Along each step in the process, Work@Health® experts and the NACDD worksite team are available to mentor, provide support, troubleshoot, and facilitate the success of each participant. The program ends with awarding training certificates to those participants who meet all the Work@Health® requirements, enabling “certified employees”.

Employee Training Phase – 8-9 Weeks (approximately 5 hours/week)

Week of October 2nd - Pre-Work

- Employees complete all registration paperwork and baseline Knowledge/Skills survey.
- Employees participate in Orientation to review Work@Health Training

Week of October 9th

- Employee complete Work@Health® Employer Core Module Introduction and related activities
- Employee complete Employer Core Module 1: Making the Business Case and related activities.
- Employee complete Employer Core Module 2: Assessing Your Worksite and related activities.

Week of October 16th

- Employee complete Employer Core Module 3: Building Leadership Support and related activities.
- Employee complete Employer Core Module 4: Developing Policy, Benefit, and Environmental Supports and related activities.
- T3 holds Coaches Corner Session (virtual meeting with T3 and fellow Employee Trainees) to discuss Modules 1-4

Week of October 23rd

- Employee complete Employer Core Module 5: Designing Effective Communications and related activities.
- Employee complete Employer Core Module 6: Evaluating Your Program and related activities.

Week of October 30th

- Complete all assignments to date and have them uploaded in the portal.

Week of November 6th

- T3 holds Coaches Corner Session (virtual meeting with T3 and fellow Employee Trainees) to discuss Modules 5-6)

Week of November 13th

- T3 holds in person one day training on Modules 7 & 8.

Week of November 27th

- T3 holds in person one day training on Modules 7 & 8.
- If training is complete, this week is used to finalize all assignments and grades.

Week of December 4th

- Employee complete Trainee Reaction Survey