

Weight Watchers Site Coordinator At Work Meeting Setup Process

Step 1: Complete the Check List Below:

- ✓ Promote the idea of Weight Watchers At Work meetings at your location by utilizing the Communication Tool Kit materials
- ✓ Gather a list of 15-20+ employee names and email addresses of those who would like to attend the At Work meeting
- ✓ Identify the best time of day for the meeting IE: morning, lunch time, afternoon
- ✓ Ensure that a meeting room is available for a minimum of 16 weeks during the same day/time, as well as days of the week (1st choice, 2nd choice) allowing as much flexibility on both day and times as possible to assure Weight Watchers can secure a meeting Leader
- ✓ Arrange storage for the meeting materials (A shelf in a standard storage cabinet)
- ✓ Once the above steps have been completed reach out to the Office of Labor Relations (OLR) at workwell@olr.nyc.gov or 212.306.5264 to request a Weight Watchers Information Session

Step 2: After OLR has approved the Information Session they will put the Site Coordinator in touch with the Weight Watchers Regional Account Manager

Step 3: The Regional Account Manager will work with the Site Coordinator to schedule an Information Session

Step 4: Utilize the Communication Tool Kit materials to promote the Information Session to all employees at location

Step 5: The Weight Watchers Leader will come onsite for the Information Session to provide an overview of At Work meetings, and support employee with their sign-up in the registration portal

- ✓ Site Coordinator is to provide a computer or laptop with internet access that employees can utilize to register through the registration portal where applicable

Step 6: Once 15+ employees have registered through the portal for Meetings, you will be notified by the Weight Watchers Regional Account Manager and the At Work program begins

Note: Once the At Work meeting is established it remains at the same day and time each week

Step 7: Utilize the Communication Tool Kit materials to promote the first At Work meeting to all employees at location

Note: 12 weeks of At Work meetings are guaranteed, after 12 weeks, 12+ employees are required to attend on average over the course of the month to maintain the meeting

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