



Civil Service Active Wellbeing Week July 1-5 2019

How to... spread the word to your workplace

Now that you have the tools to organise an activity for your workplace, we need to make sure your colleagues know about it.

- People need time to plan and schedule. Get the date, time and location out there as early as possible and send reminders as your date draws closer
- Get your activity out to as many people as possible. Here are some handy tips on how to spread the word



EMAILS

Emails are great. Include all the key information to prevent lots of questions. Make sure you blind copy your colleagues in though

Attach a **calendar invite** to the email to make sure it sticks in their diaries and gives them a reminder

Staff intranet posts are awesome too. Make use of all staff e-platforms you have



WORD OF MOUTH

You can never mention it too much. Over lunch, at the kettle making a cup of tea, or at the end of meetings. Use every opportunity you can to rally your colleagues

You could even **inspire someone** else to organise a workplace activity during the week. Funding isn't limited to 1 activity per workplace



PHYSICAL PRESENCE

Make sure you order a **free physical workplace pack(s)** to decorate your office to promote the activity. There's plenty in there to get people talking

There's even a **blank poster** for you to write in the details of your event to help sign post people in your office

Make sure you rope in some help from your colleagues, many hands make light work