

Healthy Eating in the Workplace Promotion Planning Worksheet

SAMPLE COPY

Overall Goal: To help employees become healthier through healthy eating and physical activity

Intended Audiences: All employees in department

Objectives: Remember to make your objectives SMART: Specific, Measurable, Achievable, Realistic, and Time-bound.

Short-term Objectives (within the next 6 months)	Topics/Activities	Indicators of Meeting Objectives
To educate employees about eating the healthiest foods in the right amounts for them (Education and Awareness Raising)	Food Guide Basics/"lunch & learn" Label Reading/fact sheets Portion Control/table tents	Employee survey results suggest that employees are more knowledgeable about eating healthy foods and the right amounts for them.
To help employees try and prepare different healthy foods (Skill Building)	Trying and Preparing Healthy Foods/potlucks Grocery Shopping and Meal Planning/grocery store tour	Employees participate in potlucks and bring different healthy foods to work.
To offer healthy food choices at catered events (Leadership and Policies)	Catering/meet with caterer to discuss offering healthier choices	Caterers agree to offer healthier choices.

Long-term Objectives (within the next two years)	Topics/Activities	Indicators of Meeting Objectives
To educate employees about making healthier food choices (Education and Awareness Raising)	Food Guide Basics Small Steps Matter Label Reading Portion Control Healthy Eating on the Go! Breakfast Aim for 3–4 activities per topic	Employees understand the importance of healthy eating to their overall well-being as indicated by knowledge and behaviour (reflected by survey results and eating behaviour at work).
To help employees make healthier food choices and be more physically active (Skill Building)	Healthy Eating Goals Healthy Foods Physical Activity Grocery Shopping ... Aim for 3–4 activities per topic	Employees are bringing healthier foods to work. Employees are making healthier food choices at work and in acceptable quantities. Employees are being physically active at work (e.g., going for walks at break times).
To create a work environment that supports healthy eating (Leadership and Policies)	Catering Cafeterias ... Vending Machines Aim for 3–4 activities per topic	Healthier food choices are offered at catered events, in cafeterias, and in vending machines.

Adapted from Logic Models Workbook (Version 6.1, August 2001) by the Health Communication Unit, University of Toronto. Available online at www.thcu.ca/infoandresources/publications/logicmodel.wkbk.v6.1.full.aug27.pdf.