

How to set up your Workplace Health Challenge®

9 Easy Steps ...

- [] 1. Request Team Booking Sheet at www.workplacehealthchallenge.com
- [] 2. Complete Team Booking sheet—enter staff names and details—send to info@workplacehealthchallenge.com
- [] 3. Staff must complete either Individual or Group Booking Sheet—hand into WHC Co-ordinator (you).
- [] 4. WHC Co-ordinator will receive WHC Kit (includes PDF book and entry details).
- [] 5. Print our required number of books. Bind and distribute.
- [] 6. Member signs off having received WHC book and completed Registration Form.
- [] 7. Arrange WHC Conference Call Team Briefing Session (if required) - send request to info@workplacehealthchallenge.com to register time and date.
- [] 8. Set up a WHC Support Team at work—get together daily, weekly & monthly to motivate, inspire and succeed.
- [] 9. Start and complete your MISSION.

