

WW Workshop in the Workplace Set-Up Process



1. As a WorkWell NYC Ambassador, you will need to complete the checklist below:
 - Reach out to **Kathleen Skirvin** (Kathleen.Skirvin@ww.com) to express interest in starting a Workshop.
 - Promote the idea of WW Workshops at your location by utilizing marketing materials provided by Kathleen.
 - Gather a list of at least **15 employees'** names and emails who would like to attend the WW Workshop and identify **3 days and times** of the week when the Workshop could occur based on employee's preferences and meeting room availability. Share list of names and preferred times with Kathleen.
 - Once the day and time of the Workshop is established with Kathleen, **book a consistent meeting room** during the selected day and time.
2. Kathleen will secure a WW Coach to lead the Workshop, schedule an **Information Session** for employees at the worksite, and provide you with materials to **help spread the word**.
Note: WW Coach availability is limited, and it may take up to a month to find a Coach for the Workshop.
3. The **WW Coach** will conduct an onsite Information Session to provide an overview of the WW Workshop experience and to help employees sign-up.
4. Once **15+ employees have registered** for the Unlimited Workshops + Digital plan through WW.com/us/NYC, Kathleen will notify you and the Workshop can begin.
Note: once the Workshops are established, they remain at the same day and time each week.
5. You will receive flyers and email templates from Kathleen to distribute to all employees at the worksite to promote the first WW Workshop.
Note: 12 weeks of WW Workshops are guaranteed. 8+ employees are required to attend on average to maintain the Workshop after 12 weeks.

Workshop Roles and Responsibilities

WW Engagement Specialist - Kathleen Skirvin: Coordinates Workshop set-up.

WorkWell NYC Ambassador: Reserves rooms, recruits members, and disseminates promotional materials to employees at the workplace.

WW Coach: Leads the weekly Workshop.

