

WW Workshop in the Workplace

Setup process

If you are interested in starting an WW Workshop in the workplace contact your WW Engagement Coordinator.

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Step 1: WorkWell NYC Ambassador will be responsible for completing the check list below:
Promote the idea of WW Workshops in the workplace at your location by utilizing provided marketing materials.

Gather a list of 15+ employees who would like to attend the WW Workshops and identify 3 days and times of the week for the WW Workshops.

Once the day and time of the Workshop is established with the Engagement Coordinator, ensure that a meeting room is available for a minimum of 12 weeks during that day and time.

Arrange storage for the WW Wellness Coach's supplies (shelf in a standard storage cabinet).

Step 2: WorkWell NYC Ambassador will utilize the provided flyer and email to promote the Information Session to all employees at the worksite.

Step 3: The WW Wellness Coach will come onsite for the Information Session to provide an overview of the WW Workshops in the workplace, and support employees with their sign-up in the registration portal.

Step 4: Once 15+ employees have registered through the portal for Digital + Workshops, the WorkWell NYC Ambassador will be notified by Kelly Deane, and the WW Workshops in the workplace begin.

Note: once the Workshops are established, they remain at the same day and time each week.



Step 5: The WorkWell NYC Ambassador will distribute a provided flyer and email to promote the first WW Workshop in the workplace to all employees at the worksite.

Note: 12 weeks of WW Workshops are guaranteed. After 12 weeks, 8+ employees are required to attend on average to maintain the Workshop.

Kelly Deane will continue to provide you with marketing materials and support you and the WW Workshop in the workplace.



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