



# HOST A WORKSITE WEBINAR WATCH PARTY

## WHAT IS A WATCH PARTY?

A Watch Party is a convenient way to provide access for employees to watch previously recorded WorkWell NYC webinars. For a variety of reasons, staff may be unable to view webinars at their original airing. A watch party helps you schedule a webinar for your group at a convenient time.

## AVAILABLE BE WELL WEBINARS

WorkWell NYC Be Well webinar recordings are available anytime by visiting [on.nyc.gov/WorkWellWebinars](https://on.nyc.gov/WorkWellWebinars). Current options for mental resilience include:

- Building resilience
- Eliminating mental health stigma at work
- Healthy recipes
- Physical activity tips
- Financial fitness

## SETTING UP A WATCH PARTY:

1

### GAUGE INTEREST FROM OTHERS



- **Do a quick poll** during team meetings to help inform which webinar to select.
- **Determine the number of participants** you can expect to attend.
- Try to get commitment from at least **20 or more** staff to attend!

 [workwell@olr.nyc.gov](mailto:workwell@olr.nyc.gov)

 [nyc.gov/workwellnyc](https://nyc.gov/workwellnyc)

 [@workwellnyc](https://www.instagram.com/workwellnyc)



## 2

## SCHEDULE & PROMOTE TO COLLEAGUES



- **Schedule your webinar at a convenient time** (preferably lunch hours) to maximize attendance. Try using WebEx or Zoom!
- **Create a registration page** to assess how many staff intend to participate.
- **Identify a point person** who will be able to host the event. This person will need to have the capability to share the webinar presentation on the screen with others.
- **Create a calendar invite** and share with participants.
- **Promote the webinar** using email reminders, intranet postings, and via word of mouth during team meetings!

## 3

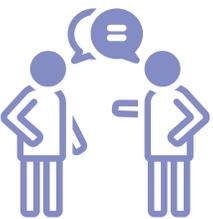
## WATCH TIME & POST-WEBINAR CHAT



- Have the event host **facilitate a post discussion with our list of suggested questions**. You can do this alone or co-facilitate with another staff member. It's a great way to encourage dialogue on the topic as well as build community among employees at your worksite!
- Questions that arise during the discussion that the facilitator(s) is unable to answer, can be forwarded to WorkWell NYC for additional follow up.

## 4

## KEEP THE CONVERSATION GOING



- **Encourage staff to take advantage of WorkWell NYC programming** and to continue to participate in future webinars and events.

 [workwell@olr.nyc.gov](mailto:workwell@olr.nyc.gov)

 [nyc.gov/workwellnyc](http://nyc.gov/workwellnyc)

 [@workwellnyc](https://www.instagram.com/workwellnyc)

