



Training Solutions, Delivered!

FITNESS AND WELLNESS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4772

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4772 FITNESS AND WELLNESS FACT SHEET

LENGTH: 14 MINUTES

PROGRAM SYNOPSIS:

It's something everyone should know. It can result in more energy, boost your immunity to disease, help you lose weight, reduce stress and make you just "feel better" about yourself. Sounds too good to be true, doesn't it? But it is. All this and more are possible when people build fitness and wellness into their life, but there are steps "backward" to watch out for, too. Bad habits like smoking, or allowing stress to build up in their lives can adversely affect people's health. These are called negative lifestyle factors. They're "potholes" in the road to wellness. Hitting these potholes, falling into bad habits, increases employees' personal health risks. People shouldn't expect to build up all the good habits right away, or to shake all the bad ones overnight, either. But by working steadily to reduce risk factors and improve behaviors a little at a time, increased fitness and wellness is possible for everyone. This program is designed to present the fundamentals of good fitness and wellness practices.

PROGRAM OBJECTIVES:

After watching the program, the participant should:

- Understand the common health risks associated with smoking and stress as well as alcohol and drug use.
- Recognize what effects their own lifestyle and personal habits have on their fitness and wellness.
- Understand the importance of nutrition and weight control to their own well-being.
- Be able to set up a personal fitness and wellness improvement program.
- Know where to find assistance with changing negative lifestyle habits, if they need it.

PROGRAM OUTLINE:

BACKGROUND

- **How would you like to give yourself more energy, boost your immunity to disease, lose weight, reduce stress and feel better about yourself?**

— Sounds too good to be true, doesn't it?
— But all of these are possible, and more.

- **This is what can happen when you build wellness and fitness into your life.**

— That's something all of us can do.

- **Think about how you live.**

— Do you take good care of yourself?
— Do you eat right, and exercise?
— Positive steps like these can lead directly to good fitness and wellness.

- **But there are steps backward to watch out for, too.**

— These are the things that are bad for our health, like smoking, or allowing stress to build up in our lives.

NEGATIVE LIFESTYLE FACTORS

- **They're called "negative lifestyle factors."**

— They're "potholes" in the road to wellness.
— Hitting these potholes by falling into bad habits increases our personal health risks.

- **One negative factor, such as smoking, is bad enough.**

— But when you add a second risky behavior, such as a bad diet, your problems can multiply!
— To get a true picture of our "wellness level", each of us needs to tally up our own personal health risks, then work to eliminate them.

- **Remember that battling any problems that you identify will often be a gradual process.**

— Don't expect to shake all your bad habits, or to build up all the good ones, overnight.
— Instead, work to reduce risk factors and improve your behaviors a little at a time.

- **Once you get started, you'll begin to feel better, and you'll decrease your chances of serious health problems.**

HEALTHY EATING

- **To get healthy, and stay that way, you need to eat right.**
 - Basically, all those things you've heard since grade school about needing to eat "well balanced meals" are true.
 - Diet and nutrition are like the "guard rails" on the road to being fit and well. They keep you on course.
- **So cut down on red meat and heavy milk products.**
 - They're full of saturated fats, which can set up "roadblocks" in your arteries and cause heart disease.
 - Eat more poultry, fish, and low fat cheese instead, and drink one or two-percent milk.
- **Did you know that beans are both rich in protein and low in fat?**
 - When done up right, they can be a delicious substitute for red meat.
 - Give them a try.
- **You should also eat whole grain breads and cereals.**
 - They are richer in nutrients as well as fiber.
- **Fresh fruits and vegetables are also important.**
- **A healthy diet can also help keep your weight down.**
 - Being overweight "ups" your chances of heart disease and high blood pressure.
 - These are two problems you can do without!

CONTROLLING YOUR WEIGHT

- **If you are carrying around too many pounds, put together a weight control plan.**
 - First, think about how you would like to look.
 - Thinking about the "future you" gives you something to shoot for, and it's great for motivating yourself.
- **Visit your doctor for a physical, and find out just how much weight he feels you should lose.**
 - Then set reasonable goals for yourself.
 - Losing one or two pounds a week should be do-able.
- **When you lose that extra weight, you want to keep it off.**
 - So stay away from crazy crash diets.
 - The pounds you lose on those programs often come right back.
 - Work instead to cut out your bad habits, and make healthier eating a permanent part of your life.
- **Get a notebook and write down what you eat and when you eat it.**
 - Are you taking in too much fatty food?
 - How about snacking between meals?
 - Work to eliminate bad habits and replace them with good ones.
- **Of course, there's more to a healthy body than watching what you eat.**
 - Diets alone won't get you fit!

EXERCISE

- **To stay on the road to wellness, you have to exercise.**
 - Not only do you need to burn off the calories you take in, you need to tone those muscles and increase your stamina.
 - There are other benefits to exercise as well.
 - A good exercise program can dramatically lower your risk of heart disease and stroke.
- **Remember to begin every exercise session with stretching.**
 - Do some light warm-ups to prevent yourself from straining a muscle or ligament.
- **Once you're loosened up, you can move on to some aerobic exercise.**
 - Ride a bike.
 - Go for a run.
 - Even fast walking will do it.
- **This gets your heart pumping faster, which helps to condition both it and your lungs.**
- **Consult a chart to find out how high you can safely get your heart-rate, and try to get close to that level.**

- This will help you get the full benefit from your workout.
- But be sure to pace yourself.
- Don't try to do too much right off the bat.
- **There are other benefits from working out as well.**
- A good program will not only keep your heart going strong, it can help to lower your blood pressure too!
- Exercising can also give you a more positive self-image, and that can give you the strength to overcome any other challenges you may encounter along the road to fitness and wellness.

STRESS MANAGEMENT

- **Another key to wellness is managing stress.**
 - Stress is easy to find but hard to get rid of.
 - Many people see stress as a normal part of their job or home life, so they just accept it.
 - Stress is normal, but only in small doses.
- **Too much stress can make it hard for us to relax and think clearly.**
 - It can bring on emotional problems.
 - It can even cause physical ailments, like high blood pressure, back and muscle pain, and ulcers.
- **When stress threatens to run us "off the road" to wellness, it's high time to take action to relieve it.**
 - What we have to do is learn to "bleed off" our stress before it does any damage.
- **A great way to do this is through deep breathing exercises.**
 - First, get comfortable.
 - Inhale deeply through your nose.
 - Then exhale slowly through your mouth.
 - Keep this up until the stress "drains" out of you.
- **Stretching exercises work in much the same way.**
 - They're great for relieving tension.
- **Here's an exercise for the upper back.**
 - Pull the wrist of one arm across to the opposite shoulder.
 - Hold it for a five count.
 - Then do the same with the other arm.
- **This exercise is for your neck and shoulders.**
 - Carefully turn your head to one side.
 - Hold it there for a three-count.
 - Then turn to the other side for another three.
 - Next, dip your chin down to your chest.
 - Then pull your head back.
- **Do these exercises occasionally throughout the day, or when you start feeling stiff and strained.**
 - They really can help!
- **You can also fight stress by taking time to enjoy life.**
 - Get active, go on outings, take up a sport.
 - Do something just for you!
- **If your stress is hard to shake, remember you don't have to do it by yourself.**
 - Seeing a professional counselor can help you to build the skills you need to handle stress successfully.

HIGH BLOOD PRESSURE

- **One health problem that often goes hand-in-hand with stress is high blood pressure.**
 - This is a "major league" problem that can lead to a stroke, kidney failure, even blindness.
 - The best way to fight it is through early detection, so make sure you get regular check-ups.
- **If your blood pressure is "up there", your doctor will probably ask you to make a few simple changes.**
 - He'll most likely tell you to get more exercise and use less salt on your food.
 - But remember, a healthy diet doesn't have to be bland!
 - Getting a little creative in the kitchen can be fun, and it definitely beats having a stroke or developing heart disease.

QUITTING SMOKING

- **By now all of us have heard about the hazards of smoking, maybe the most dangerous of the negative lifestyle factors.**
 - Just take a look at the warning label on a pack of cigarettes.
 - Smokers risk heart disease, emphysema, lung and other cancers, and for women, problem pregnancies.
- **So how do we get off the "tobacco truck" and back on the road to wellness?**
 - Some people can go "cold turkey" and kick the habit all at once.
 - But most of us are better suited to tapering off a little at a time until we reach our quit date.
- **The first step is to get a handle on when and why we smoke.**
 - Is it always after meals, during breaks or in the car?
- **Write down the times, then work toward change.**
 - If having a morning cup of coffee makes you want a cigarette, drink something else, like juice or tea.
 - Rather than having an after-dinner cigarette, have a piece of chewing gum instead... while you take a walk around the block or play with the dog.
 - Before you know it, you'll be skipping a few "smokes" each day, and you'll be well on the way to quitting altogether.
- **If you stumble, don't give up.**
 - Get help if you need it.
 - Find a supportive friend who's going through the same thing and work together to quit.

ALCOHOL & DRUGS

- **Another health risk we all need to avoid is drinking too much alcohol.**
 - Take a look at a warning label on a bottle of liquor or a can of beer.
 - If that doesn't scare you, nothing will.
- **Drinking too much can lead to chronic liver and stomach problems.**
 - Brain cells can also be damaged, which can affect your ability to learn.
- **Alcohol is toxic.**
 - The "buzz" you feel is actually a form of poisoning.
 - That's why they call it "intoxication".
 - That's also where a hangover comes from.
- **If you're going to drink, an occasional drink or two every once in a while is probably okay, but any more than that is generally too much.**
 - **If you find yourself having "too many", make a behavior change.**
 - When you're at a party and reach your limit, switch to juice, or club soda with a twist.
 - Don't let peer pressure change your mind!
 - **Then there's drugs.**
 - Many prescription and even over-the-counter drugs can be dangerous.
 - **With prescriptions, make sure to follow your doctor's instructions.**
 - Always read labels and printed directions.
 - Remember, many drugs cause drowsiness.
 - Some drugs can interact dangerously with other medicines and alcohol.
 - **What can we say about illegal drugs?**
 - Simply that they're illegal for a reason.
 - They may give you a temporary "high", but they will always have significant physical and mental side-effects.
 - The "good" feeling is artificial and short-term, but the negative side effects sure aren't.
 - **And remember, if you have a problem with drugs or alcohol, it affects the lives of everyone around you.**
 - If someone tries to help you, don't push them away.

FITNESS AND WELLNESS

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. b

4. a

5. a

6. a

7. a

FITNESS AND WELLNESS
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. A good fitness and wellness program can reduce your chances of getting sick.
 - a. True
 - b. False

2. Which of the following are classified as "negative lifestyle factors"?
 - a. Aerobic exercise
 - b. Stress
 - c. A high fiber diet

3. If you need to lose weight, the best and safest approach is to go on a "crash diet".
 - a. True
 - b. False

4. Which of the following are good sources of fiber?
 - a. Whole-grain cereals
 - b. Whole milk
 - c. Fruits

5. Alcohol is a toxic substance.
 - a. True
 - b. False

6. Some medicines may cause drowsiness, and some can interact dangerously with other medicines and alcohol.
 - a. True
 - b. False

7. High blood pressure can have other severe health effects, including blindness or a stroke.
 - a. True
 - b. False