

Web Platform – A Sneak Peek

This *Stand & Move at Work™* Web Platform Program is organized into five phases: the **Orientation** Phase (Up to 8 weeks), the **Launch** Phase (4 weeks), the **Activate** Phase (12 weeks), the **Reactivate** Phase (9 months), and finally, the **Maintenance** Phase (12 months).



The Orientation phase:

In this phase, Program Champions will be guided through training modules that will provide them with the skills needed to be successful. Near the end of this phase, all employees comprising the defined worksite will be sent a consent form asking for them to take part in the research-portion of the program that includes 10-min surveys at four time points.

The Launch Phase:

The Launch phase lasts four weeks and is designed to prepare Champions to host the *Stand & Move at Work™* Kick-Off Launch Party, which serves as the official start of the program.

The Activate Phase:

The Activate phase comprises the first 12 weeks where Champions raise program awareness and start to prompt workplace cultural and behavioral change through prescriptive guides.

The Re-Activate Phase:

The remaining months of *Stand & Move at Work™* (Program months 4-12) comprise the Re-Activate Phase where Champions take the lead by choosing various strategies (organized by the level of workplace influence they impact: environmental, cultural or social) to implement at their worksite in hopes of maintaining and/or furthering any progress made to date.

Maintenance Phase:

We'd like to know how the program is maintained after the 12 months. Champions have access to the online platform for another year to use as they wish. The amount of time they choose to use it - or not - is completely up to them!

STAND & move AT WORK

Platform Dashboard

Champions logging into the *Stand & Move at Work* Platform are brought to the main program dashboard where they can jump in where they left off.

STAND & move AT WORK Program Dashboard Achievements Leave feedback Sign out

You're on your way!

We've been keeping track of your tasks for you. Select the Dive Back In button below if available, or see where you are along the program timeline to pick right back up where you left off.

Keep up the good work!

[Dive back in →](#)

Your program timeline

ORIENTATION completed **LAUNCH** completed **ACTIVATION** completed **REACTIVATION** 4 weeks remaining

Champion Orientation 8 weeks

Get acquainted with both the main messages of the program and how you will be using this web platform to progress your worksite towards standing and moving more over the next year – and sustaining these behaviors well into the future.

[Done](#)

Program Launch 4 weeks

This phase will prepare you to host the Stand & Move at Work kick-off launch party, the official start of the Activation phase, which will set the tone for your work team to start your journey to stand and move together.

[Done](#)

Program Activation 3 months

Activation includes raising awareness and promoting activities to sit less and stand and move more throughout the workday. Studies consistently show that the greatest amount of change happens during these first 12 weeks!

[Done](#)

Program Reactivation Ongoing

Continue to build a culture that supports standing and moving at work. In the Reactivate phase, you will choose what types of strategies and activities may best fit your workplace to keep momentum going.

[Done](#)

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Orientation

Our comprehensive orientation phase is organized into thirteen, self-paced training modules. Worksites can choose to allow anywhere from one to eight weeks to complete this phase.

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Program Dashboard Achievements Leave feedback Sign out

Program dashboard > Champion orientation introduction

Champion Orientation

14/14 MODULES

- ✓ Introduction
- ✓ TRAINING MODULE 1
Purpose
- ✓ TRAINING MODULE 2
Program assessments
- ✓ TRAINING MODULE 3
Orientation
- ✓ TRAINING MODULE 4
Consider promotional items
- ✓ TRAINING MODULE 5
Program communications
- ✓ TRAINING MODULE 6
How to be an effective Champion
- ✓ TRAINING MODULE 7
Creating a committee
- ✓ TRAINING MODULE 8
Responding to pushback
- ✓ TRAINING MODULE 9
Professional communication
- ✓ TRAINING MODULE 10
The importance of buy-in
- ✓ TRAINING MODULE 11
Measuring program success
- ✓ TRAINING MODULE 12
Managing hybrid teams
- ✓ TRAINING MODULE 13
Ergonomic training

INTRODUCTION

Champion orientation

Welcome to the Stand & Move at Work™ program!

We are so excited to have you as a Champion!

Over the next eight weeks (or what we're calling the **Orientation Phase**), we'd like you to get acquainted with both the main messages of the program and how you will be using this web platform to progress your worksite towards standing and moving more over the next year – and sustaining these behaviors well into the future.

To help you in this process, we've created 13 short training modules for you to complete at your own pace. At the end of each module, you will find a quick knowledge check to help instill key program message and activities. Once you complete the modules, you'll earn a "Certificate of Completion." You're welcome to display it proudly.

Program assessment alert!

Clockify: During this Orientation Phase, you will be asked to track the time you spend on program activities for one randomly assigned two-week period. We'll notify you when this time comes.

When filling out your time, account for all Stand & Move at Work™ related tasks (Clockify also allows you report whether you don't work on any tasks during that two-week period, too). [Learn more about Clockify in Module 2 and download our Clockify Guide if you need any help!](#)

Ready to get started? Let's go!

Next →

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Our team Program ba

Launch Phase

This phase of the platform offers step-by-step guidance and materials, giving Champions four weeks to prepare to host a Program Kick-off event.

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[Program Dashboard](#)
[Achievements](#)
[Leave feedback](#)
[Sign out](#)

Program dashboard > Program launch - introduction

Program launch

5/5 MODULES

- ✓ Introduction
- TASK 1
✓ Plan for your launch party
- TASK 2
✓ Tips for a successful launch party
- TASK 3
✓ Day of the launch party
- TASK 4
✓ Launch after party

INTRODUCTION

Program launch

This four week **Launch Phase** will prepare you to host the Stand & Move at Work™ kick-off launch party, *marking the official start of the next phase – Activate!*


All of the materials you need for this phase are located in the "Supporting Materials" found at the bottom of this page. Remember to come back to this introduction page if you need to find any referenced files.

Program assessment alert!




Survey:
Two weeks prior to the Launch Party, our research team will send out a **baseline program survey to all employees**. Please encourage your co-workers to complete this brief survey. You'll also receive your first **Champion Survey**.

ActivPAL:
During the week of this baseline survey, a group of 60 randomly selected people will be asked to wear an activPAL activity monitor for seven consecutive days. We will be sending you these devices in advance so you can distribute them the week of the survey.

Clockify:
During this phase, you will again be asked to track the time you spend on program activities for one randomly assigned two-week period. When filling out your time, account for all Stand & Move at Work™ related tasks (and if you don't do anything during that two-week period, you can let us know that, too). Download our [Clockify Guide](#) if you need any help!



Supporting materials

- 
➔ [Launch party PowerPoint template](#)
Download this Launch Party slide deck in advance of the presentation. Make suggested edits so it can more directly apply to your workplace
- 
➔ [Staff video](#)
The above slide deck includes an embedded video from the Program designers. In the event of technical difficulties (you know, when you're in the midst of a slide presentation and all of a sudden the video won't play), you can find a direct link to that video [here](#).
- 
➔ [Email templates](#)
These emails go out in advance of the Launch Party. See Step 1.
 - Save the Date & Survey Reminder template
 - Reminder Email template

Activate Phase

This start to the program year is relatively prescriptive, guiding Champions through their first twelve weeks of the program. All necessary messaging and signage are provided.

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[Program Dashboard](#)
[Achievements](#)
[Leave feedback](#)
[Sign out](#)

Program dashboard > Program activation - introduction

Program activation

9/9 MODULES

- Introduction
- MONTH 1
Week 1: Ergonomics
- MONTH 1
Week 2: Active breaks
- MONTH 1
Week 3: Goal setting
- MONTH 1
Week 4: Optimizing your sitting, standing and moving
- MONTH 2
Week 6: Addressing barriers
- MONTH 2
Week 8: Reflection and celebration
- MONTH 3
Week 10: Goals, revisited
- MONTH 3
Week 12: Launching the next phase

INTRODUCTION

Program activation

Are you ready to get your worksite standing and moving more?!

Welcome to the Activate phase! This phase lasts 12 weeks and serves to raise awareness of Stand & Move at Work™ by focusing on the program's key messages. This is a critical period of your program as studies consistently show that the greatest amount of change happens during these first 12 weeks.


Communication is vital to this phase. Key elements will be conveyed via newsletters, ergonomic training modules, posted signs and supportive and celebratory emails from you and management leaders.

Communications will start out weekly for the first four weeks, and switch to every other week for the last eight weeks. But don't worry! We have created templates for all communications to save you time - and feel free to edit any of them in order to match your worksite's style.

This phase starts with working to meet the goals created at the launch party. We suggest evaluating and, if needed, modifying these goals every four weeks, especially if you find that excitement is waning or you want to shift focus.

Program assessment alert!

At the end of this phase, we will again ask all employees to complete a short program **survey**. We will also ask a subset of your colleagues (60) to wear an **activity monitor** for seven days. You will also be randomly assigned a two-week period to **Clockify** the time you spend on program tasks.



A special note on signs & posters

Posting Stand & Move at Work™ signs in workplace communal areas and at individuals' desks helps solidify program messages and provide visual reminders to stand and move more throughout the workday.

[Pro tips](#) ▾


Planning ahead

We know that calendar reminders can help some people stay on track. If you would like to add key dates for this activate phase to your calendar, click the link below.

[Add key dates for the Activate phase to your calendar here:](#) ▾

Program assessment alert!

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[Pro tips](#) ▾

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Reactivate Phase

This phase starts out with some additional training modules to prepare Champions for the remainder of the program year. Champions can scroll through the variety of program strategies organized by category: Environmental, Cultural, and Social; again, all communications and signage are provided.

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[Program Dashboard](#) [Achievements](#) [Leave feedback](#) [Sign out](#)

Welcome to the Reactivate phase!



Welcome to the Reactivate phase, the last phase of this program (Months 4-12). You are on your way to building a workplace culture that supports standing and moving at work. Starting now, you will take the lead and choose what types of strategies and activities that will best fit your workplace—all in an effort to continue encouraging employees to sit less and stand & move more.


We'll be there to make suggestions and to guide you through the process, but this is the time for you to make the program yours. Before you get started – and to make the most of this phase – be sure to go through the Reactivate training modules.

[Program dashboard](#) > [Reactivate phase](#)





START HERE ▾

Reactivate training modules

- ✓ Introduction
- TRAINING MODULE 1
The theory behind the strategies
- TRAINING MODULE 2
Use 'Plan, Do, Study, Act!' to implement new strategies
- TRAINING MODULE 3
Get input from your team
- TRAINING MODULE 4
Resources & communications



Environmental

Maintenance Phase

Champions will maintain access to the entire Stand & Move online web platform, which includes all four phases previously described, for another year after the end of the 12-month program. Whether Champions choose to access and/or implement additional program strategies during that time is up to them.

The screenshot displays the 'STAND & move AT WORK' web platform interface. At the top, there is a navigation bar with links for 'Program Dashboard', 'Achievements', 'Leave feedback', and 'Sign out'. The main header area features the text 'You're on your way!' and an illustration of people working together with puzzle pieces and gears. Below this, there is a 'Dive back in' button.

The 'Your program timeline' section shows a progress bar with four phases: ORIENTATION (completed), LAUNCH (completed), ACTIVATION (completed), and REACTIVATION (4 weeks remaining). Below the timeline are four task cards, each with a 'Done' button:

- Champion Orientation** (8 weeks): Get acquainted with both the main messages of the program and how you will be using this web platform to progress your workplace towards standing and moving more over the next year—and sustaining these behaviors well into the future.
- Program Launch** (4 weeks): This phase will prepare you to host the Stand & Move at Work kick-off launch party, the official start of the Activation phase, which will set the tone for your work team to start your journey to stand and move together.
- Program Activation** (3 months): Activation includes raising awareness and promoting activities to sit less and stand and move more throughout the workday. Studies consistently show that the greatest amount of change happens during these first 12 weeks!
- Program Reactivation** (Ongoing): Continue to build a culture that supports standing and moving at work. In the Reactivate phase, you will choose what types of strategies and activities may best fit your workplace to keep momentum going.

The footer contains the 'STAND & move AT WORK' logo and the text '© 2021 All rights reserved'.