



For Managers and Supervisors

Planning Healthy Meetings and Events

Managers and supervisors can help ensure department meetings, events, potlucks and celebrations apply the guidelines of the *UCB Guide to Healthy Meetings and Events*.

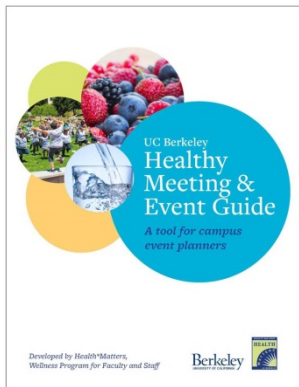


Why . . .

- to support the University’s goal of ensuring access to healthier food and beverage choices in the workplace
- to add to a healthy workplace culture

How . . .

- **Use the *UCB Healthy Meeting & Event Guide*** to ensure healthier options are included at all unit meetings, department events, potlucks and celebrations. At a minimum, this means including fresh fruit or vegetables and water (please no individual water bottles) and promote a BYOB culture -- bring your own water bottle (or coffee cup). Encourage staff charged with organizing food for meetings to use the resources on the Healthy Meetings web page, including:



- ✓ UCB Healthy Meeting & Event Guide
- ✓ Shopping lists for healthier prepared foods that can be purchased at several popular stores
- ✓ Resources for event planners, including Eat Well Berkeley caterers
- ✓ Activity breaks for all types of meetings
- ✓ Resources for green meetings
- ✓ Find everything needed: uhs.berkeley.edu/healthymeetings

- **Plan activity breaks** to help participants with improved energy, participation and attention span. From standing, stretching, breathing/relaxation, to movement breaks, there is something for any type of meeting that be built into the agenda to make your meetings productive. Here are a few simple ideas:



- ✓ Stand-up-and-stretch
- ✓ Open the meeting with one minute deep breathing exercise to help everyone let go of other thoughts and focus on the agenda
- ✓ Movement break such as Instant Recess or a 5-minute walk
- ✓ Find everything needed: uhs.berkeley.edu/activitybreaks

- **Build awareness** by displaying posters such as *Provide Healthy Choices* and *I Heart Tap Water* in department areas, especially meeting rooms. Call to request printed copies, 643-4646.

