



CDC Work@Health® Train-the-Trainer Knowledge and Skills Survey

Form Approved
OMB No. 0920-XXXX
Exp. Date: XX-XX-XXXX

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INTRODUCTION

The Centers for Disease Control and Prevention (CDC) has developed Work@Health®. You have been selected to participate in the Train-the-Trainer training model. This model offers a knowledge- and skill-based training curriculum supported by an online coach and a professional instructor. The model establishes a core group of Work@Health® Certified Trainers who are capable of providing basic comprehensive worksite health training to employers. The focus of this training will be on the development of knowledge and skills enabling participants to train others.

This survey will assess your training and facilitation skills to training employers in the Work@Health® Program.

You are asked to complete the survey because of your participation in the Work@Health® Program. This project is funded by the Centers for Disease Control and Prevention. Many parts of this project are being managed by the ASHLIN Management Group (ASHLIN). ASHLIN is a private sector consulting firm with a focus in the area of health and human services based in Greenbelt, MD. They are helping CDC implement the Work@Health® program. The Public Health Management Corporation (PHMC), a non-profit, public health institute located in Philadelphia, PA is conducting this survey. They are helping CDC evaluate the Work@Health® program.

INFORMED CONSENT

Before you get started, we'd like to give you some more information to help you decide whether or not you would like to participate.

- Your participation is voluntary, and you may skip any questions you do not want to answer. You may also choose to end the survey at any time.
- The survey is designed to take about 20 minutes.
- All of the comments you provide will be maintained in a secure manner. We will not disclose your responses or anything about you unless we are compelled by law. Your responses will be combined with other information we receive and reported in aggregate as feedback from all respondents. In our project reports, your name and your employer's name will not be linked to the information or comments you provide.
- There are no risks or benefits to you personally for participating in this survey.
- CDC is authorized to collect information for this project under the Public Health Services Act.
- If you have any questions, you can contact Dr. Jennifer Lauby. Her phone number is 215-985-2556 and her email is Jennifer@phmc.org

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The focus of the Train-the-Trainer training is on the development of knowledge and skills that will enable participants to train others. The first set of questions ask about your knowledge related to worksite health, the reasons for implementing a worksite health program, and strategies to support a worksite health program.

Training Participation ID: *

From an organization's perspective what are some reasons for supporting worksite health programs? Check all that apply.

- Combat escalating healthcare costs
- Improve productivity
- Create a great place to work
- The Affordable Care Act mandates that employers have worksite health programs
- Don't know

Strong evidence exists for the effectiveness that a worksite health program can positively impact which of the following? Check all that apply.

- Tobacco Use
- High blood pressure/blood cholesterol
- Days absent due to illness or disability
- Musculoskeletal disorders (i.e., low back, neck, and shoulders)
- Don't know

Which of the following are examples of productivity-related data sources? Check all that apply.

- Illness related absenteeism
- Family Medical Leave Act absences
- Pharmacy claim data
- Workers' compensation
- Don't know

Which of the following assessments can come in the form of a simple checklist and/or questions that enable an employer to identify the supports within the worksite that encourage daily physical activity, healthy eating, being tobacco-free, and opportunities for managing stress? Check all that apply.

- Health assessments
- Needs and interests survey
- Environmental survey
- Claims data
- Productivity-related data
- Don't know

The Total Leadership Model includes what levels of leadership? Check all that apply.

- Health Promotion Staff or Manager and/or health promotion committee
 - Senior Leadership
 - Lay Leadership
 - Middle or Supervisory Leadership
 - Don't know
-

Which levels of leadership play a key role in implementing and enforcing worksite health policies? Check all that apply.

- Chief Executive Officer or President
 - Health promotion committee
 - Middle/Supervisory staff
 - Don't know
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Which of the following are examples of policies to support improving and sustaining employee health? Check all that apply.

- Safety standards regulated by OSHA
- Tobacco-free workplace
- Healthy meeting food policy
- Clean air policy
- Don't know

Which of the following are examples of benefits that employers can offer to support employees and encourage employees to make healthier choices? Check all that apply.

- Retirement/401k/pension contributions
- Promoting preventive medical care
- Tobacco cessation nicotine replacement therapy (NRT)
- Employee stock ownership plan
- Don't know

What is a communications audit?

- An audit of the costs involved in preparing materials used to communicate with employers
- Evaluation of an organization's ability to send, receive, and share information with various audiences within an organization
- An audit of costs involved in distributing communication materials to employers
- Don't know

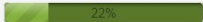
Branding a worksite wellness program serves to increase which of the following? Check all that apply.

- Employee awareness
- Emotional connection
- Credibility
- Ownership
- Don't know

The SMART model is a recommended way to write goals and objectives. Which of the following describes SMART goals and objectives?

- Specific and minimal
- Specific and attainable
- Specific and right
- Don't know

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Evaluation results should be reported to _____.

- Management
- Employees
- Health Promotion Committee
- Vendors (if used)
- All of the above
- Don't know

Which of the following tools would you use to understand the strengths and opportunities that may be present when building a worksite wellness program? Check all that apply.

- Strengths, Weaknesses, Opportunities, Threats (SWOT)
- Social cost benefit analysis (SCBA)
- Specific, Measurable, Attainable, Relevant, Time-bound (SMART)
- Key performance indicators (KPI)
- Don't know

Overarching worksite wellness program goals should be aligned with what? Check all that apply.

- The CEO's preferred workout routine to support organizational buy-in
- Health priorities established by the Centers for Disease Control and Prevention
- Your worksite wellness program's mission statement
- Your external partner's goals (e.g., American Heart Association – cardiovascular health)
- Don't know

What are some steps that can be done to ensure that a health promotion committee is effective? Check all that apply.

- Members understand mission and overarching goals
- Members understand meeting frequency and commit to time obligation
- Members prioritize health promotion committee work over the regular responsibilities
- Clear operating guidelines are employed
- Don't know

What is an example of capacity building to help sustain a worksite wellness program? Check all that apply.

- Using a vendor to conduct a health risk assessment
- Creating linkages with external partners, such as YMCA or the American Heart Association
- Creating environmental supports to make health the easy choice
- Only promoting the CEO/President's preferred workout routine
- Don't know

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Work@Health® Trainers conduct a training with employers using a blended model that involves in-person training activities as well as online training activities. The next questions are about your experiences conducting and leading trainings both in-person and online.

Based on your past experiences with facilitating in-person and online trainings, please rate yourself on a scale of (1) Very Weak to (5) Very Strong on the following training skills:

In-person training:

	Very Weak	Weak	Average	Strong	Very Strong	Do not have experience in this skill
Presenting information to a group of people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asking questions to gain information from individuals or a group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encouraging individual and group problem-solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintaining individual and group focus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing difficult participants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing unexpected classroom events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing guidance or direction for individual and group members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Debriefing and summarizing discussions for individuals and groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Online training:

	Very Weak	Weak	Average	Strong	Very Strong	Do not have experience in this skill
Facilitating online meetings using video conference tools, such as GoToMeeting, Skype	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using an online training and technical assistance portal to support and verify learner performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivering online coaching including oral and written feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using online editors and messaging tools to provide information and feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General training skills:

	Very Weak	Weak	Average	Strong	Very Strong	Do not have experience in this skill
Giving oral and written feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adjusting training based on oral and written feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting measurable goals and learning objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing a training process and outcomes (e.g., evaluation, reporting, tracking)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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The next set of questions asks about your knowledge related to leading effective trainings.

From the following list, please pick the two most important knowledge and skills of effective worksite health trainers.

- Knowledge of, and preferably hands-on experience with, key elements of a comprehensive health and well-being program
- Knowledge of data analysis
- Knowledge of health insurance plans
- Excellent face-to-face and online presentation, motivational, and problem-solving skills.
- Don't know

Which learning style prefers the spoken word and likes to participate in panel discussions or similar activities where they can process and act on what they hear?

- Auditory
- Visual
- Physical
- Verbal
- Don't know

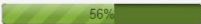
During a training activity you may encounter difficult situations. Which of the following is a good strategy for managing a participant who is argumentative? Check all that apply.

- Direct questions back to the group and let the group "settle" the argument.
- Move toward or stand next to the participant
- Allow the participant to direct the conversation
- Don't know

Which of the following is a good strategy for maintaining participants' interest and engagement during a training activity? Check all that apply.

- Interactive exercises
- Questions and answers
- Visuals (e.g., flip charts, posters)
- 60 minute lectures
- Don't know

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The next set of questions is about evaluation and marketing worksite health programs.

Why is evaluation important to worksite health programs?

- To demonstrate the value and function of a program to all stakeholders (management, employees)
- To provide a valuable team building exercise for a wellness committee
- To support program morale for the health promotion committee
- Don't know

Which evaluation tool can employers use to assess whether the organization's culture and climate support a culture of health?

- Health assessments
- Biometric screenings
- Return on investment calculators
- Organizational assessment
- Don't know

Which of the following are effective strategies for marketing a worksite wellness training for employers? Check all that apply.

- Social media such as Facebook or LinkedIn
- Email campaigns
- Postcards/brochures
- Professional networks
- All of the above
- Don't know

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As mentioned previously, Work@Health® Trainers conduct a training with employers using a blended model that involves in-person training activities as well as online training activities. The next questions ask you to assess how prepared you feel to conduct an in-person and an online training about worksite health.

To what extent do you feel prepared to conduct an in-person training about a worksite health program?

- Not at all prepared
- A little bit prepared
- Somewhat prepared
- Quite a bit prepared
- Very much prepared

Please explain briefly why you feel unprepared to conduct an online training with employers on developing a worksite health program.

How confident are you in your ability to deliver an in-person worksite health training program?

- Not at all confident
- A little bit confident
- Confident
- Very confident
- Extremely confident

My confidence is not high because:

- I do not have the necessary knowledge and skills to facilitate an in-person training.
- I do not have a clear picture of what is expected of me.
- I have other priorities.
- I do not have the necessary resources to do it.
- I do not have the support of my employer to do it.
- Other (please explain)

How confident are you in your ability to deliver an online worksite health training program?

- Not at all confident
- A little bit confident
- Confident
- Very confident
- Extremely confident

My confidence is not high because:

- I do not have the necessary knowledge and skills to facilitate and online training.
- I do not have a clear picture of what is expected of me.
- I have other priorities.
- I do not have the necessary resources to do it.
- I do not have the support of my employer to do it
- Other (please explain):

What challenges might prevent you from conducting an in-person and an online worksite health training program? Check all that apply.

- Locating space to conduct an in-person training
- Marketing worksite training
- Recruiting employers for training
- Engaging participants during the in-person portion of the training
- Engaging participants during the online portion of the training
- Limited technological skills to conduct an online training
- Lack of knowledge about worksite health programs
- Other (please specify)

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How many employers initially signed up to complete the Work@Health® training that you conducted?

How many employers that you trained completed the online portion of the Work@Health® training program?

How many employers that you trained completed the in-person portion of the Work@Health® training program?

If fewer than 5 employers completed the training, please explain why:

How would you rate your proficiency in conducting the online training for employers in Work@Health®?

- I fully understand how to conduct a worksite health training program
- I partially understand how to conduct a worksite health training program
- I am familiar with and just beginning to understand how to conduct a worksite health training program
- I have no knowledge of how to conduct a worksite health training program

How would you rate your proficiency in conducting the in-person training for employers in Work@Health®?

- I fully understand how to conduct a worksite health training program
- I partially understand how to conduct a worksite health training program
- I am familiar with and just beginning to understand how to conduct a worksite health training program
- I have no knowledge of how to conduct a worksite health training program

What challenges did you encounter as you held Work@Health® trainings? (check all that apply)

- Locating space to conduct training
- Marketing worksite health training
- Recruiting employers for training
- Engaging participants during the online portion of the training
- Engaging participants during the in-person portion of the training
- Using GoToMeeting
- Using the Training and Technical Assistance Portal
- There was not enough time for participants to complete the online portion of the Work@Health® training
- Making sure all of the participants attend the in-person portion of the Work@Health® training
- Staying true (having fidelity to) the Work@Health® Core Curriculum
- Using technology to support training activities and feedback
- My lack of knowledge about worksite health programs
- Participants' lack of knowledge about worksite health programs
- Other (please specify)

How did you overcome these challenges?

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Submit

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Thank you for completing the Work@Health® Train-the-Trainer Knowledge and Skills Survey. Your responses have been submitted.

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100%