



Health Matters Well-Being Toolkit: Lunch & Learns

Organize a convenient learning experience designed to fit within a busy workday!

WHAT IS A LUNCH AND LEARN?

A lunch and learn, also known as a brown bag, is a 30 to 45-minute training or presentation session offered to employees during a lunch hour. Because they take place during the lunch hour, employees are encouraged to bring their lunch to eat during the presentation, and participation is voluntary. Health Matters makes it easy to offer wellness-related presentations available to your employees. Use this simple toolkit to make planning your next lunch and learn stress free!

*Lunch and learns can focus on almost any topic.
Health Matters is available to facilitate learning opportunities
related to employee health and well-being.*

WHY OFFER A LUNCH AND LEARN?

Lunch and learns are a fun and effective way to get employees together to focus on health-related topics. There are a lot of ways to encourage healthy habits in the workplace but organizing an in-person event, like a lunch and learn, shows that wellness is a priority. Employees will leave feeling energized and empowered.

TOPICS

There are currently several Health Matters topics available for lunch and learn presentations and they can be customized to your audience. Health Matters can also help connect agencies with outside subject matter experts to present on additional topics not listed below.

- Wellness program overview
- Well-being at work
- Stress management
- Deskercise
- Additional wellness topics available upon request

AVAILABILITY

Health Matters is available to facilitate lunch and learns at no cost to employees or state agencies. Agencies requesting presentations that require travel outside of the Treasure Valley may be asked to reimburse for the presenter's travel costs. If your agency is outside of the Treasure Valley and does not wish to reimburse for the presenter's travel, you can arrange a lunch and learn during a Health Matters road show at no cost. Road shows are scheduled quarterly. Contact Health Matters to discuss travel logistics, availability, and road show dates.

PLANNING CHECKLIST

Use the checklist below to plan a lunch and learn for your office without the stress!

BEFORE LUNCH & LEARN:

- Identify lunch and learn topic, date, time, and meeting space.
- [Contact Health Matters](#) to request a lunch and learn. *Include the requested date, time, topic, and approximately how many employees you expect. Health Matters will respond with availability and confirm scheduling details.*
- Confirm and book the meeting space. *Room should include computer, projector, and screen.*
- Promote your lunch and learn!
 - Distribute promotional flyer (*provided by Health Matters*) to employees via email.
 - Print and display the promotional flyer around the office.
 - Send out calendar reminders to employees.
 - Ask managers and supervisors to promote the upcoming lunch and learn at staff meetings.

DAY OF LUNCH & LEARN:

- Send a reminder email to all employees the morning of the lunch and learn.
- Make sure the meeting room is unlocked, the lights are on, and the AV equipment (computer, projector, and screen) is ready to go. *The presenter will arrive 15-30 minutes before the lunch and learn to set up their PowerPoint and presentation materials.*
- Smile and greet lunch and learn participants! 😊

*Contact Health Matters to schedule a lunch and learn
for your department or agency!*
