

**Healthy Eating in the Workplace  
Implementer's Evaluation Worksheet  
Education and Awareness Raising and Skill Building Sections**

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This form is meant to be completed by the people who have been involved with the implementation of this guide. Please complete this form and return to Healthy Workplace Coordinator's Office at the Public Service Commission.

**Department:** \_\_\_\_\_

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**1 Name the subsections that you implemented**

Skill Building Section:

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Education and Awareness Raising Section:

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Supportive Environment and Policy Section:

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**2 What activities did you do in order to implement the subsections that you have named above?**

Skill Building Section:

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Education and Awareness Raising Section:

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\_\_\_\_\_

Supportive Environment and Policy Section:

\_\_\_\_\_

\_\_\_\_\_

**3** Please name and rate the helpfulness of each sub section within Education and Awareness Raising and Skill Building sections that you implemented. Circle one.

**Example:**

Setting and Achieving Healthy Eating Goals

Poor Fair Good **Excellent** N/A

Subsection you implemented:

Poor Fair Good Excellent N/A

Subsection you implemented:

Poor Fair Good Excellent N/A

Subsection you implemented:

Poor Fair Good Excellent N/A

Subsection you implemented:

Poor Fair Good Excellent N/A

**4.1** Please rate the Education and Awareness Raising section overall on each criterion. Circle one.

**4.1.1 Quality** Poor Fair Good Excellent N/A

**4.1.2 Usefulness** Poor Fair Good Excellent N/A

**4.1.3 Content** Poor Fair Good Excellent N/A

**4.1.4 Design & Layout** Poor Fair Good Excellent N/A

**4.1.5 Ease of Use** Poor Fair Good Excellent N/A

**4.1.6 Organization** Poor Fair Good Excellent N/A

**4.2** Please rate the Skill Building section overall on each criterion. Circle one.

**4.2.1 Quality** Poor Fair Good Excellent N/A

**4.2.2 Usefulness** Poor Fair Good Excellent N/A

**4.2.3 Content** Poor Fair Good Excellent N/A

**4.2.4 Design & Layout** Poor Fair Good Excellent N/A

**4.2.5 Ease of Use** Poor Fair Good Excellent N/A

**4.2.6 Organization** Poor Fair Good Excellent N/A

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**5 Materials and Resources**

**5.1** Of the materials and additional resources that you have used or reviewed in Education and Awareness Raising and Skill Building sections, please list the ones that were the most helpful to you or your workplace (e.g., table tents, fact sheets, guest speakers, intranet messages, worksheets, etc.).

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**5.2** Please list materials and additional resources from these sections that you plan to use in the future.

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**5.3** Did you use other materials/resources to support these topics? Would you use them again?

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**5.4** Were there challenges in putting up table tents, posting/distributing fact sheets, posting intranet messages, and/or publishing information in newsletters?

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**5.5** What went well?

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5.6 Would you do anything differently in the future?

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5.7 How comfortable did you feel in using the materials and what would improve your level of comfort?

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**6 Implementation**

6.1 Were there challenges in organizing an event(s)/activity (e.g., pot luck, “challenge,” “support group”) or in contacting and arranging for a guest speaker/dietitian/chef?

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6.2 How was the event(s)/activity promoted?

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6.3 Were there difficulties in promoting the event(s)/activity?

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**6.4** What went well with event(s)/activity you implemented?

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**6.5** Please indicate the total number of people who attended each event(s)/activity?

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**6.6** What is the total population in your workplace/department?

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**6.7** Would you do anything differently in the future?

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**6.8** What kind of support did the senior management provide?  
(For example, participation, resources, money, human resources, time, space, supplies/materials)

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**6.9** Did you consult the Diversity Checklist while planning the activities?  
If yes, how did it influence the way you approached the session?

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**7 Outcomes**

**7.1** Based on completed employee evaluation sheets, which activities/materials were the most/least successful?

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**7.2** Which activities would you do again?

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**8** Please list any topics, information, materials, or additional resources that you would like to see added to the Education and Awareness Raising and Skill Building sections.

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**9** Did you do anything over and above what the sections suggested for the purpose of Education and Awareness Raising and Skill Building?

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**10 Supportive Environment and Policy**

**10.1** Do you think the purpose of the activities was achieved or on its way to being achieved?  
Please explain.

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**10.2** Were there challenges in carrying out any of the activities?  
Would you do anything differently in the future?

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**10.3** Which activities were most helpful in creating a supportive environment  
(i.e., one that fosters and supports healthy eating practices)? Please explain.

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**10.4** Which activities were the least helpful in creating a supportive environment  
(i.e., one that fosters and supports healthy eating practices)? Please explain.

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**10.5** Which materials did you find to be the most useful? Were there any that were not useful?  
Can you give suggestion to make them more useful?

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**10.6** Do you see an impact on the work environment in a bigger way?  
Was the guide helpful in making that change?

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**11** Do you have any additional comments or suggestions for improvement?

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**12** Do you have any other stories/testimonials to share?

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**Thank you for your participation.**