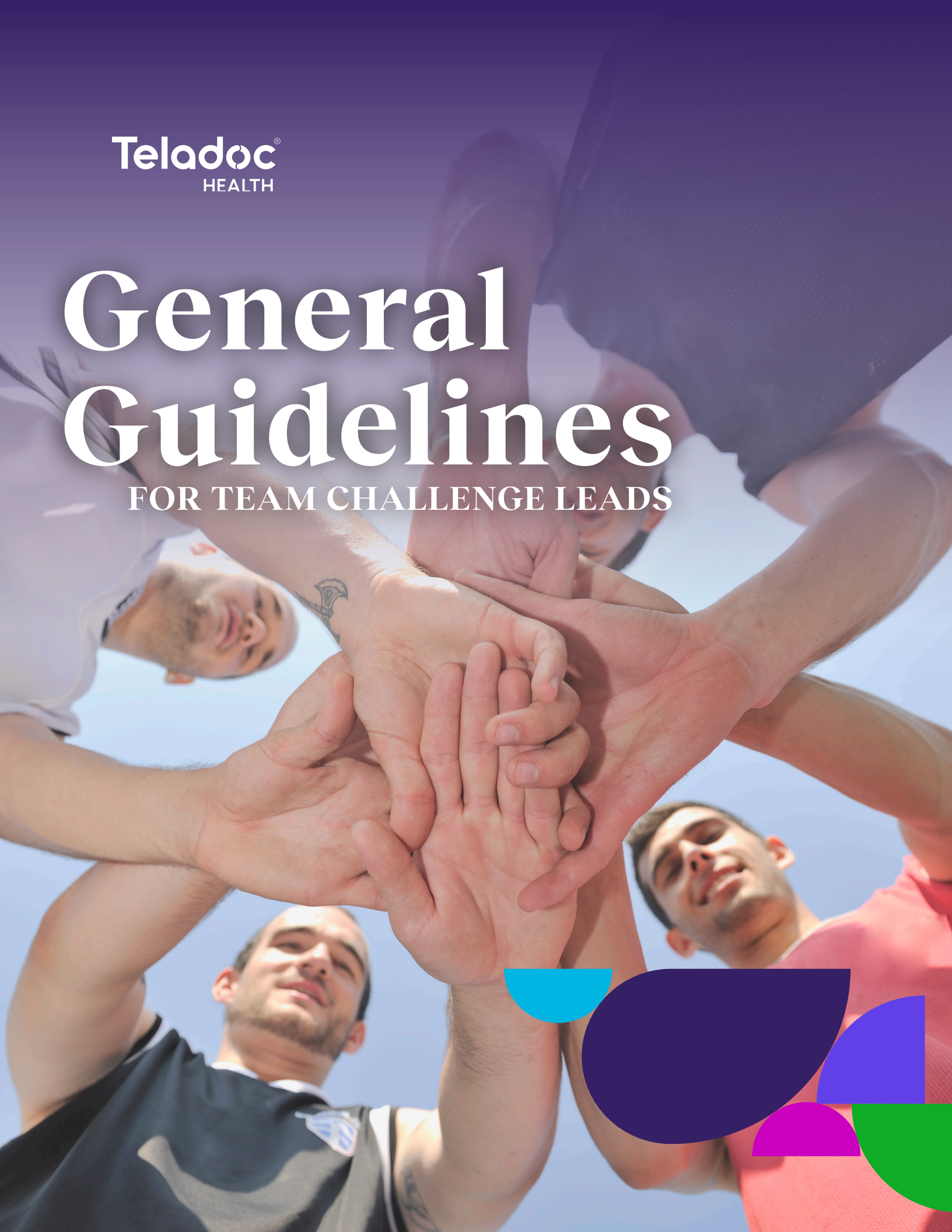




General Guidelines

FOR TEAM CHALLENGE LEADS





WELCOME TO YOUR Challenge Lead Guide!

Leading a challenge can be a fun and rewarding experience, offering a great way to showcase your leadership skills, foster motivation, and inspire healthy habits amongst your team. As a Challenge Lead, you'll play a key role in encouraging participation, tracking progress, and creating a positive and supportive environment for all participants.

This guide is meant to help support you through the process. It offers practical tips and strategies to inspire participation, navigate the process, and create a meaningful impact for all participants.

This document works in tandem with your challenge-specific guides to help you run a successful challenge. Inside, you'll find steps to success, key rules, and helpful tips & tricks to ensure smooth execution. From setting up the challenge to celebrating achievements, this guide is here to support you throughout the process.

Ready to lead the way? Let's get started!

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Steps to a Successful Challenge

Team challenges are more than just fun—they're a way to foster collaboration, improve morale, and create meaningful connections. These steps below can help you ensure a smooth and successful team challenge:

Step 1: Form Your Teams

Notify potential participants of the opportunity to compete in a Team Challenge by explaining the purpose and what is involved (see Weekly Templated Communications - Team Recruitment/Invitation Email in the appropriate Guide for Challenge Leads). Once you have a list of interested individuals, divide the participants into teams of 5-10. Working as part of a team will keep participants motivated to complete the tasks by creating a sense of accountability. For smaller workforces, the challenge can be modified to be completed individually or as one large team working together to reach a target point total. Regardless of the format, participants should be encouraged to support one another to reach their goals.

Step 2: Introductory Communication

1-2 weeks prior to the initiation of the challenge, send a communication to participants introducing the challenge (see Weekly Templated Communications - Welcome Email in the appropriate Guide for Challenge Leads), announcing the teams, and previewing goals for the first week.

Step 3: Reminder to Begin

The first day of each week, send a communication to challenge participants outlining the goals, expectations, and scoring for the week (see Weekly Templated Communications - Monday Mission (there is one per week) in the appropriate Guide for Challenge Leads). Make sure it is clear to participants what they should be recording and the deadline to submit their points (see Step 4).

Step 4: Log Progress

As the challenge proceeds, participants will be asked to track their progress for that week's challenge. In general, tracking will involve keeping a written log but may also include photos. The required submission criteria for each task are clearly outlined when that week's challenge is introduced through the Monday Mission email, so participants have a clear understanding of what to track.

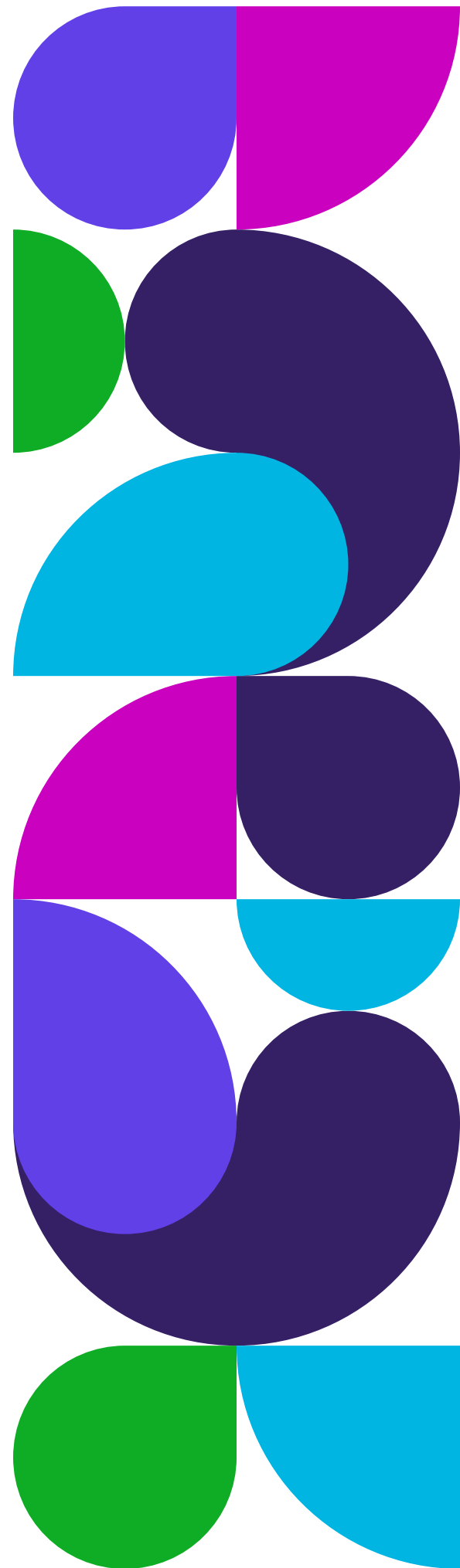
Step 5: Submit Progress

Shortly after the end of each week, participants are directed to submit their points to you. Once all points are submitted, it is the responsibility of the Challenge Lead to record the points in the tracking charts (see Example - Tracking Charts and Leaderboard in the appropriate Guide for Challenge Leads). Once points are allocated to each team, points can be tallied and transferred to the leaderboard as described in step 8.

Please note that not all participants may wish to share their points or experiences. This challenge is intended to be an enjoyable and voluntary experience, allowing everyone to engage in a manner that aligns with their preferences. Participants who prefer not to share their points can still fully contribute to and belong to a winning team. However, please note that they will not appear on the leaderboard or be eligible for individual recognition based on points. This ensures everyone can participate in a way that feels comfortable while supporting their team's overall success.

Step 6: Motivational Email and Reminder

Send a brief communication midweek to encourage and remind participants to continue working towards the daily goal and tracking their progress. The midweek emails are available to copy/paste and include a short tip related to that week's task (see Weekly Templated Communications - Midweek Motivation (there is one per week) in the appropriate Guide for Challenge Leads).



Step 7: Fun Facts

At the conclusion of each work week, send an email reminder to participants to continue tracking progress over the weekend and include additional fun facts related to that week's goal to reinforce the value of the challenge (see Weekly Templated Communications - Workweek Wrap-Up (there is one per week) in the appropriate Guide for Challenge Leads).

Step 8: Leaderboard and Shout-Outs

Repeat steps 3-7 for each subsequent week of the challenge. Once the points from the previous week have been tallied, create a leaderboard and update all participants as to the standings (see Example - Tracking Charts and Leaderboard in the appropriate Guide for Challenge Leads). When communicating the standings, you can also "shout-out" any notable submissions related to the challenge.

Step 9: Ending the Challenge

As the challenge comes to an end, it's important to celebrate the journey and acknowledge everyone's efforts. Send an email to all participants, congratulating them on their dedication and hard work. This is a wonderful moment to reflect on the progress made and the lessons learned!

In your email, be sure to share when the final scores will be announced and any details about recognizing the winner. You may also want to consider marking the conclusion of the challenge with a celebratory event, such as an end-of-challenge party. If you choose to host one, include the details in your email so everyone can plan to attend.

Step 10: Announcing Winners

After the challenge ends and the results are tallied, share the final standings and celebrate participants' efforts via email or at an end-of-challenge celebration. Start with an announcement of the winning team (the team with the most accumulated points as a whole). This is also a good opportunity to highlight notable memories from the challenge or top point earners from each team.

If prizes have been included, they should be awarded via this final email or at the end-of-challenge party. While prizes are optional, they can boost excitement and offer extrinsic motivation to complete the challenges. For prize ideas, refer to the "Tips for Challenge Leads" further on in this document.

Rules and Guidelines

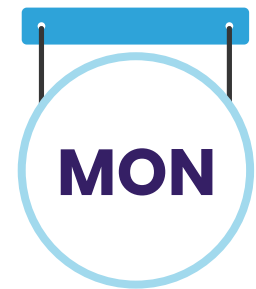
TRACKING OF TASKS:

Participants will be responsible for keeping track of their own progress throughout the tasks and reporting this progress to you. Where proof of completion is not required to be submitted, participants should be prepared to provide supporting documentation related to task completion upon request.



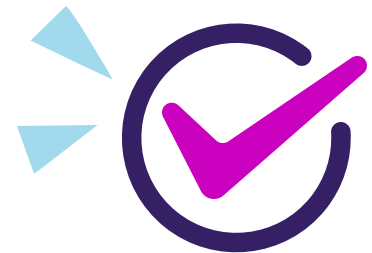
SUBMISSION:

Confirmation of successful completion of tasks must be submitted by 12pm Monday to be considered valid. Challenge weeks run from Monday - Sunday, and leaderboards should be updated each Monday with scores from the previous week.



VERIFICATION:

This challenge relies on the honesty of participants in reporting their daily point totals. It is expected that all participants will take part in good faith and adhere to the rules set out.



WHO CAN PARTICIPATE:

These challenges are designed to include all employees regardless of any personal circumstances and can incorporate employees that work both onsite and remotely. Each person has an equal chance to contribute by completing the tasks to the best of their ability.





Tips for Challenge Leads



Who Can Be a Challenge Lead:

Anyone! You don't have to be a manager or team leader to introduce this challenge to your company. All you need is the desire to improve the wellbeing of your workplace and the willingness to track progress and scores.



Creating Teams:

One of the most important aspects of a team challenge is the team itself. There are several ways you can approach this, depending on which strategy works best for your workforce and goals. It may make sense to form teams by department, to promote a sense of unity, or to make interdepartmental teams to support networking.



Communication:

Throughout the challenge it is important to keep communicating with participants to help them stay motivated and engaged in the process.

1. Begin each week of the challenge with the *Monday Mission* email that has clear directions as to the goals, tracking expectations, and scoring for that week.
2. A second communication midweek can encourage continued participation and provide additional tips to help support the challenge.
3. The *Workweek Wrap-Up* email should provide a reminder for the weekend and background information to keep the participants interested in the process.

Suggested communications for each week of the challenge are available in the Guide for *Challenge Leads*. The templates are provided as guidelines and can be modified to suit your purposes. .



Positive Feedback:

Providing positive feedback throughout the challenge is one way to promote team spirit. Each week, after scores have been tallied, the Challenge Lead should distribute the updated team scores. This can also provide an opportunity to give positive feedback. Encourage participants to share ways in which the challenge is positively impacting their wellbeing or to submit pictures of themselves or teammates completing aspects of the challenge. Creating a culture of fun and optimism around the challenge is a great way to guarantee success..



Incentivization:

While the primary goal of the challenge is to inspire improved health and well-being, the excitement of winning is also a powerful motivator for many people. It is also important that everyone feels their team has a chance to win. The challenge is thoughtfully designed so that the available points grow and accumulate from week to week, encouraging all team members to stay engaged and motivated throughout all weeks of the challenge.



Conflict Resolution:

Negative and critical comments between teammates or teams should be strongly discouraged. Some degree of competitiveness is to be expected, but comments should not be personal and never hurtful. If problems arise, remind all participants that such behaviour is not consistent with the goals of the challenge. Should the behaviour continue, you may need to speak directly to the party in question and reiterate this sentiment, with the added condition that any such continued behaviour may result in team penalties or disqualification.



Ideas for Prizes:

Prizes for the challenges are optional. Some workplaces may choose to fund prizes or participants may enter a prize pool, where everyone donates a small amount. The selected prizes should be reflective of the overall goal of the challenge. Ideas include gift cards for local businesses, a catered team lunch, or a work-related bonus such as an extra vacation day.



Flexibility

The steps outlined in this guide provide a guideline for how to structure your challenge, but they are not the only way to run things. Every workplace and workforce are different, feel free to adjust as needed to make this the best experience for your group.

Final Note

Congratulations on taking the first step toward creating an engaging and impactful experience for your team. As a Challenge Lead, you have the unique opportunity to motivate and support others, fostering a culture of teamwork, positivity, and personal growth.

Lean on the resources provided in this guide—they're here to make your role easier and your efforts more effective. Most importantly, don't forget to enjoy the journey! Your guidance through this challenge will help your team improve their wellbeing, strengthen relationships, and generate positivity in the workplace and beyond.

Thank you for stepping up to lead and for making a difference in your team's lives. Now, go inspire, motivate, and challenge your team to be their best!



