



How To Use This WELCOA Presentation

Welcome to WELCOA's Wellness Presentation Series. This presentation is part of a comprehensive series designed to help you improve the health and well-being of your employees. By focusing on the most important and timely topics of the day, you'll find that WELCOA's presentations offer your employees compelling information they can relate to—and utilize—in their everyday lives.

What's On This CD?

On this CD-ROM, you'll find everything you need to deliver the enclosed wellness presentation like a pro. This CD-ROM contains your actual PowerPoint presentation, an easy-to-use presenter's guide, and professional handouts for your employees. All of the materials contained on this CD-ROM have been included in both Windows® and Macintosh® formats for your convenience in presenting on multiple platforms.

How To Use This CD-ROM

This presentation has been designed for easy and immediate use. To begin, simply open the folder that corresponds with the type of computer you'll be using—either Windows® or Macintosh®. Once you've selected either Windows® or Macintosh®, you'll find your PowerPoint presentation, your presenter's guide, and employee handouts each contained in their own folders. **To run your presentation**, simply open the folder titled, "Presentation" and double click on the presentation icon. Your presentation will begin to open—you're off and running.

The enclosed presenter's guide has been designed to give you the inside information on each of the slides in your presentation. **To open your presenter's guide**, simply open the folder of the computing platform which you'll be using—Windows® or Macintosh®. Then select the folder titled, "Presenter's Guide" and double click on the presentation icon. Your presenter's guide will begin opening in PowerPoint. Once opened, you can print the entire guide for reference or use while you're presenting.

To help employees engage throughout your presentation, we have enclosed employee handouts for taking notes and following along. **To open your employee handouts**, simply open the folder of the computing platform which you'll be using—Windows® or Macintosh®. Then select the folder titled, "Employee Handouts" and double click on the handout icon. Your employee handouts will begin to open in Adobe Acrobat. Once opened, you can print and run copies of the employee handouts for your entire audience.

You will need Acrobat Reader to view and print your employee handouts. If you don't have Adobe Acrobat Reader, it's available for free download by clicking the icon below.



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About the Wellness Councils Of America

The Wellness Councils of America (WELCOA) is one of North America's most trusted voices for workplace wellness information. For over a decade, the Wellness Councils of America has been partnering with its clients—businesses, healthcare systems, government agencies, educational institutions, and non-profit organizations—to help them build world-class wellness programs. With a growing membership of over 3,000 organizations representing millions of employees, WELCOA has become one of the largest and most respected resources for workplace wellness in North America.