A guide to implementing a pedometer based physical activity intervention, *Step by Step*, in workplaces
2.4a Workplace Employee recruitment reminder email ................................................................. 26
2.4b Employee recruitment reminder ................................................................................................ 27

Appendix 3. Stage 3 – Implementation of Step by Step Resources .................................................. 28

3.2a Employee baseline survey email ............................................................................................ 28
3.2b Employee baseline survey – covering letter ........................................................................... 29
3.2c Employee Consent Form .......................................................................................................... 30
3.3 Employee letter – invalid email address ................................................................................... 36
3.4a Employee enrolment pack - covering letter ........................................................................... 37
3.5 Employee follow-up letter for no contact ................................................................................ 38
3.6a Employee baseline survey reminder - Email ........................................................................... 39
3.6b Employee baseline survey reminder – letter .......................................................................... 40

Appendix 4. Stage 4 – Evaluation of Step by Step Resources .......................................................... 41

4.1a Employee Evaluation Invitation - Email ................................................................................... 41
4.1b Employee Evaluation Invitation - Letter ................................................................................ 42
4.1c Participant Evaluation Survey ................................................................................................ 43
4.3a Participant Evaluation Invitation – Reminder Email ............................................................... 47
4.3b Employee Evaluation Invitation – Reminder Letter ............................................................... 48
4.8a Workplace Evaluation Invitation .......................................................................................... 49
4.8b Workplace Evaluation Survey – Participant Information Sheet ............................................. 50
4.9 Workplace Evaluation Survey ................................................................................................ 51
4.10a Workplace Evaluation Survey – Reminder Email ............................................................... 54
Background

*Step by Step* is a self-administered pedometer walking program developed by researchers at the University of Sydney. It is a low-cost, easy to implement intervention shown to be effective at increasing people’s levels of physical activity in several community-based studies \(^1,^2\). More recently *Step by Step* has been implemented in 43 workplaces from a range of industries and with employees from diverse occupations. The findings of this workplace trial have been published elsewhere. Key areas reported on were:

- Reach and acceptability amongst businesses and employees
- How employees heard about the program and their reasons for enrolling
- Characteristics of those enrolling and changes in physical activity.

The guide outlines the methods and provides the resources used in the trial where *Step by Step* was implemented in workplaces.

**Description of the Step by Step intervention**

Participants receive a guide book and a pedometer. The guide book provides information on how to progressively increase walking over time and recommendations for the number of steps to take each day for various levels of fitness and activity. The aim of the intervention is to motivate and guide participants to increase their level of physical activity. The program is self-paced with participants determining how fast they move through the steps. The guide book also provides instructions on how to use a pedometer and diaries for recording steps at weeks 1, 4, 8 and 12, along with information for determining the appropriate walking pace. Strategies for overcoming barriers to increasing physical activity and tips on goal setting are also included.
**Aim of this guide**

This guide provides an outline of how to implement *Step by Step* in workplaces and includes all of the resources that have been developed to support the implementation of *Step by Step* in workplaces. These include the *Step by Step* guide book, promotional material (posters, flyers and postcards), enrolment resources (email templates and information sheets) and evaluation tools (baseline and follow up) for assessing the effectiveness of the intervention at increasing physical activity and aspects of implementation at both the employee and workplace/employer level. The guide can be used to implement *Step by Step* in one or multiple workplaces.

**Who can use the guide?**

The guide is suitable for use by anyone wanting to implement the program in workplaces including researchers, government health services, not-for-profit organisations and workplaces themselves.

**Can the resources be adapted?**

The resources provided in this guide were used in the *Step by Step* trials undertaken by the University of Sydney. They will need to be adapted for more general use or tailored to suit specific workplaces or program aims. For recruitment and enrolment templates, fields requiring modification (such as contact details and the name of your organisation) and have been highlighted in green. For further information on adapting and re-printing the resources please contact PRC researchers at: prc.admin@sydney.edu.au.

**Cost of implementing *Step by Step***

*Step by Step* is a minimal-cost program. For workplaces and organisations, costs will include printing, mailing, and (minimal) implementation time. Printing and mailing costs can be minimised by use of email; we do encourage at least some hard copy of promotional materials.
Program implementers will need to decide whether pedometers will be supplied to participants at no or some cost.

**Guide to Implementation of Step by Step – 4 Stages**

The guide to implementing *Step by Step* has been divided into four main stages:

1. Recruitment of workplaces  (Page 8)
2. Recruitment of employees through workplaces (Page 9)
3. Implementation of *Step by Step* (Page 11)
4. Evaluation of *Step by Step* (Page 13)

The following sections document details of each of the four stages and list the resources available for use in each stage. These resources and templates for each stage are contained in the Appendices.
Stage 1 – Recruitment of Workplaces

For organisations implementing the program across multiple businesses or workplaces, the first stage is to recruit the workplaces. This involves sending invitations and program information to the selected sample of workplaces (Table 1). This could include all workplaces in a given geographical area or within an organisation that has multiple worksites. In addition to emailed or posted invitations, site visits and phone calls to workplaces to explain and promote the program may enhance recruitment.

Table 1. Description of Recruitment of Workplaces

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details and Resource</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1  Email/mail invitation to workplaces</td>
<td>1.1a Workplace recruitment email&lt;br&gt;Attachments:&lt;br&gt;• 1.1b Employer Information Statement&lt;br&gt;• Step by Step guide book</td>
<td>Baseline</td>
</tr>
<tr>
<td>1.2  Workplace provides confirmation of agreement to participate, providing details of contact person, start date and number of employees</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>1.3  Follow-up call to non-responding workplaces</td>
<td>1.3 Workplace recruitment follow-up calls to non-responding workplaces.&lt;br&gt;A maximum of three attempts over two weeks are made to contact the workplace, after which proceed to 1.4.</td>
<td>1 week after 1.1</td>
</tr>
<tr>
<td>1.4  Final email to workplaces that cannot be contacted at 1.3</td>
<td>1.4 Workplace recruitment non-responders email</td>
<td>After 3 contact attempts at 1.3</td>
</tr>
</tbody>
</table>
Stage 2 – Recruitment of Employees through Workplaces

Each workplace is responsible for promoting *Step by Step* to employees. The recruitment resources provided in this guide include email invitation templates, posters and reply paid postcards.

The postcards are the recruitment methods for those employees without email access, however a postcard may be provided to all employees. Employees interested in participating simply reply to the email invitation or click on the link in the email to the baseline survey (where applicable) or they can return the reply paid postcard to the administrating organisation including either a mailing address or personal email to enable program information to be sent to them.

Participation in *Step by Step* can be promoted to employees by word-of-mouth or other avenues (e.g. company intranet or newsletter). The program can be launched at a morning tea and contributing to the cost of pedometers can motivate participation. Other suggestions to encourage participation include organising teams to participate or regular lunchtime walking groups.

The purpose of the baseline survey (Appendix 3, 3.2d) is to collect basic information on participants in order to measure any improvements at three months. Organisations that do not wish to evaluate the impact of the program on physical activity levels may wish to adapt or remove the baseline survey from the recruitment process.

The steps involved in recruiting employees to the program are outlined in Table 2.
Table 2. Description of Recruitment of Employees through Workplaces

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources and details</th>
<th>Timeframe</th>
</tr>
</thead>
</table>
| 2.1 Electronic recruitment pack emailed to workplaces | 2.1a Employee recruitment pack email  
Attachments:  
• 2.1b Workplace Implementation Plan  
• 2.1c Employee Recruitment Email  
• 2.1d Employee Information Sheet       | Within 1 week after 1.2                     |
| 2.2 Hardcopy recruitment pack mailed to workplaces | Contents:  
• 2.2a Employee recruitment pack – covering letter  
• Step by Step Posters (1 per 10 employees)  
• Step by Step reply paid Postcard (1 per employee) | 2 weeks before the start date nominated by workplace (see 1.2) |
| 2.3 Workplace distributes recruitment email and postcards, displays posters and promotes enrolment in the program |                                           | Date nominated by workplace (see 1.2)            |
| 2.4 Reminder email to workplace to distribute employee recruitment reminder | 2.4a Employee Recruitment Reminder Email  
Attachments:  
• 2.4b Employee recruitment reminder  
• 2.1 Employee Information Sheet       | 10 days after 2.2                          |
| 2.5 Phone workplaces who do not have any employees enrolled |                                           | 3 weeks after 2.2                            |
| 2.6 Workplace distributes Employee Recruitment Reminder |                                           | 2 weeks after 2.3                            |
Stage 3 – Implementation of *Step by Step*

Implementation steps are detailed in Table 3. Employees elect to participate in *Step by Step* by completing a baseline survey (via a link in the email invitation or through a posted hard copy for those without access to email/computer) or by a simplified enrolment process (if evaluation is not required).

The purpose of the baseline survey (Appendix 3, 3.2d) in the workplace implementation is to collect information on those participating and to assess their baseline physical activity in order to measure any improvements at three months. Organisations that do not wish to evaluate the impact of the program on physical activity levels may wish to have a simplified enrolment process; for example, interested employees could simply email back if interested or complete a simple online registration form to collect basic demographic information (particularly if the program is being administered by a third party).

Participating employees are given a pedometer and a guide book that provides strategies for increasing their amount of walking. Participants start at a level suitable to their current activity level. They use the three month, self-directed walking program to reach their self-determined goal, monitoring their progress using the *Step by Step* diaries.
Table 3. Description of Implementation of *Step by Step*

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources and Details</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Employees complete baseline survey online, or contact us by email or postcard to request survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Survey sent (electronic or hard-copy) to employees returning postcard</td>
<td>ELECTRONIC&lt;br&gt;• 3.2a Employee baseline survey email Attachment: • 2.1 Employee Information Sheet</td>
<td>Within 1 week after postcard/email received</td>
</tr>
<tr>
<td></td>
<td>HARD-COPY&lt;br&gt;Contents:&lt;br&gt;• 3.2b Employee baseline survey - covering letter&lt;br&gt;• 2.1d Employee Information Statement&lt;br&gt;• 3.2c Employee consent form&lt;br&gt;• 3.2d Employee Baseline survey&lt;br&gt;• Reply-paid envelope</td>
<td></td>
</tr>
<tr>
<td>3.3 Letter sent to employees who returned postcard but provided invalid email address</td>
<td>• Employee letter – invalid email address</td>
<td>Within 1 week after postcard received</td>
</tr>
<tr>
<td>3.4 Pedometer pack posted to employees completing baseline survey</td>
<td>Contents:&lt;br&gt;• 3.4a Employee enrolment pack letter&lt;br&gt;• Step by Step guide book&lt;br&gt;• Pedometer</td>
<td>Within 1 week after 3.1</td>
</tr>
<tr>
<td>3.5 Employees commence <em>Step by Step</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6 Reminder posted or emailed to postcard/email returnees who have not completed baseline survey</td>
<td>ELECTRONIC&lt;br&gt;• 3.6a Employee baseline survey reminder-Email Attachment: • 2.1 Employee Information sheet</td>
<td>2 weeks after 3.2, with second reminder 4 weeks after 4.2</td>
</tr>
<tr>
<td></td>
<td>HARD-COPY&lt;br&gt;Contents:&lt;br&gt;• 3.6b Employee Baseline survey letter - reminder&lt;br&gt;• 2.1 Employee Information Sheet&lt;br&gt;• 3.2c Employee consent form&lt;br&gt;• 3.2d Employee Baseline survey&lt;br&gt;• Reply-paid envelope</td>
<td></td>
</tr>
<tr>
<td>3.7 Second reminder posted or emailed to postcard/email returnees who have not completed baseline survey</td>
<td>See 3.6</td>
<td>4 weeks after 3.2</td>
</tr>
</tbody>
</table>
Stage 4 – Evaluation of *Step by Step*

There are two levels of evaluation for the *Step by Step* program:

1. Employee level evaluation
2. Employer/workplace level evaluation

**Employee Evaluation**

The employee baseline and 3 month follow up survey for employees provided in this guide (Appendix 3.2d and 4.1c) allows for evaluation on:

- Changes in physical activity
- Changes in weight
- Reasons for participation
- Satisfaction with the program

Change in physical activity is assessed using the Active Australia Questionnaire. Further details and information on the analysis of this questionnaire data can be found at: [http://www.aihw.gov.au/publication-detail/?id=6442467449](http://www.aihw.gov.au/publication-detail/?id=6442467449). The survey can be adapted as required.

This guide allows for 4 reminders to participants to complete baseline and follow-up surveys – this resulted in a response rate of 66%.
Table 4. Description of Employee Evaluation of *Step by Step*

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources and Details</th>
<th>Timeframe</th>
</tr>
</thead>
</table>
| 4.1 Follow-up survey emailed/posted to all who completed baseline survey | **ELECTRONIC**  
  • 4.1a Employee evaluation invitation - email  
  **HARDCOPY**  
  • 4.1b Employee evaluation invitation - letter  
  • 4.1c Employee follow-up survey  
  • Reply paid envelope                                      | 12 weeks after baseline survey completion                                                              |
| 4.2 Employees complete follow-up survey                               |                                                                                                          |                                                |
| 4.3 First Reminder email/letter to non-responders (4.2)               | **ELECTRONIC**  
  4.3a Employee evaluation invitation – reminder email  
  **HARDCOPY**  
  Contents:  
  • 4.3b Employee follow-up - reminder letter  
  • 4.1c Employee follow-up survey  
  • Reply paid envelope                                      | 10-11 days after 4.1                                                                                     |
| 4.4 Second Reminder email/letter to non-responders As per 4.3 above   |                                                                                                          | 5-6 days after 4.3                                                                                      |
| 4.5 Contact businesses to promote employees to participate in the evaluation |                                                                                                          | A one-off per business, beginning 3 weeks after 4.1                                                     |
| 4.6 Third Reminder email/letter to non-responders As per 4.3          |                                                                                                          | 6 days after 4.4                                                                                         |
| 4.7 Fourth Reminder email/letter to non-responders As per 4.3         |                                                                                                          | 8 days after 4.5                                                                                         |


**Employer/Workplace Evaluation**

A company or organisation administering the program may also wish to evaluate employer perspectives on the implementation of *Step by Step* in their workplace. This was undertaken in the workplace trial; it provided important information about factors influencing participation rates and ideas for improving the program in the future. The steps in the employer evaluation process are outlined below in Table 5.

**Table 5. Description of Employer/Workplace Evaluation of Step by Step**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources and Details</th>
<th>Timeframe</th>
</tr>
</thead>
</table>
| 4.8 Email invitation to workplace contact person to complete evaluation survey | 4.8a Workplace evaluation survey email  
Attachment:  
• 4.8b Workplace evaluation survey - participant information sheet | 12 weeks after 2.1            |
| 4.9 Workplace completes follow up evaluation survey | 4.9 Workplace Evaluation survey                                                                        |                             |
| 4.10 Reminder to non-responding workplaces         | 4.10a Workplace evaluation survey- reminder email  
Attachment:  
• 4.8b Workplace evaluation survey - participant information sheet | 1 week after 4.8             |
| 4.11 Phone call reminder to non-responding workplaces | Workplace follow-up phone call reminder  
• A minimum of 3 phone calls attempts made to non-responding workplaces (all recorded on tracking sheet) | 4 weeks after 4.8            |
| 4.12 Final email to non-responding workplaces      | For non-responding workplaces after 4.11  
Final Emails wae sent  
Each email is tailored according to the WP circumstance | 2 weeks after 4.11            |
References


Appendix 1. Stage 1 – Recruitment of Workplaces Resources

1.1a Workplace Recruitment Email

Subject: YOUR ORGANISATION – workplace health program

Dear Name,

What is the Step by Step pedometer program?
The program we are offering your business is called Step by Step. Step by Step was developed by the University of Sydney and is designed to assist people to increase their levels of physical activity using a pedometer and guide book. Increasing physical activity is one of the most important things people can do to improve their health and wellbeing. We have attached a copy of the Step by Step guide book and an information sheet about the program.

What is involved?
Employees agreeing to participate will receive a pedometer and an instruction book explaining how to increase their walking. We will implement the program and supply all materials. We will require someone in your business to assist with promoting Step by Step to your employees.

What do I need to do to participate?
If you are interested in implementing Step by Step in your workplace please reply to this email. We will then provide you with instructions and promotional materials for offering Step by Step in your workplace. In your email, please provide the following information:

- Contact details for the person who will be promoting Step by Step in your workplace (if not yourself)
- The number of employees at your workplace

If you are NOT interested in Step by Step, please indicate this by reply email and we will not contact you again.

If you have any questions about the program, please contact YOUR EMAIL or phone YOUR PHONE. Alternatively, nominate a time and phone number and we will call you.

Regards,
1.1b Employer Information Sheet

What is the Step by Step program?

The Step by Step pedometer (step counter) program developed by the University of Sydney and is designed to increase employees’ physical activity. The program is being offered by YOUR ORGANISATION to workplaces in YOUR LOCAL AREA. Participating employees will receive a pedometer and guide book.

Step by Step benefits

The program has been shown to help people increase their activity levels, particularly if they are not currently active. Your employees may experience this and other benefits (e.g. improved physical and mental health, and increased job satisfaction) from the program.

Employers who offer workplace health programs are rewarded with improved work performance and productivity, decreased costs of worker’s compensation, reduced employee absenteeism, and a positive corporate image.

Step by Step costs

See (guide) and INSERT TEXT HERE

What does the program involve?

Employees will be asked to complete a survey seeking information on their health and current levels of physical activity at the beginning of the program and three months later. The survey will take approximately 10-15 minutes to complete. After completing the first survey, participants will be given a pedometer and a guide book on how to increase their level of walking.

Step by Step resources and support

YOUR ORGANISATION will supply INSERT TEXT HERE

Can my workplace withdraw from the program?

Participation in this program is voluntary; your employees are not under any obligation to take part. If your employees do consent, they can withdraw at any time without affecting their relationship with your organisation.

Can I tell other people about the program?

INSERT TEXT HERE

For further information about Step by Step contact INSERT TEXT HERE
1.3 Workplace recruitment follow-up phone call to non-responders

Hi, my name is _______ and I’m calling from YOUR ORGANISATION.

Ask to speak with contact person (if known)

We recently emailed you some information about the Step by Step Pedometer Program. We are contacting you now to see if you might be interested in the program and to provide you with more information.

No →    Thanks for your time
Yes →    I can send you the information by email **OR** I can tell you more over the phone

If callee wants to hear more over the phone:

What is the Step by Step Program?
The program we are offering your business was developed by the University of Sydney. Step by Step is designed to assist people to increase their levels of physical activity using a pedometer and guide book.

What is involved?
If you decide to implement Step by Step in your workplace, your employees will be invited to participate in the program. Employees agreeing to participate will receive a pedometer and a guide book explaining how to increase their walking. We will implement the program and supply all materials. We will require someone in your business to assist with promoting Step by Step to your employees.

Does this sound like something you would like to offer to employees in your workplace?
If yes, We will send you a recruitment pack with instructions and promotional materials for offering Step by Step in your workplace.

- We will require someone to assist with promoting Step by Step to your employees. Please provide contact details for this person (if not yourself).
  (RECORD Name, email, phone number)
- Can we please confirm the total number of employees at your workplace?

If unsure or would like further information, I’ll email you more information about the program.

Do you have any other questions?
1.4 Workplace recruitment non-responders email

Dear ,

Thank you for your recent completion of the workplace survey in which you expressed interest in participating in a workplace pedometer program. We have tried to contact you previously by email and by phone to provide you with more information and confirm your interest in participating. After reading the program description below, please reply to this email if you are interested in the workplace pedometer program.

What is the Step by Step pedometer program?
The program we are offering your business is called Step by Step and is designed to assist people to increase their levels of physical activity using a pedometer and instruction book. Increasing physical activity is one of the most important things people can do to improve their health and wellbeing. We have attached a copy of the Step by Step instruction book and an information sheet about the program.

What is involved?
If you decide to implement Step by Step in your workplace, your employees will be invited to participate in the program at no cost to your business. Employees agreeing to participate will receive a free pedometer and an instruction book explaining how to increase their walking. We will implement the program and supply all materials. We will require someone in your business to assist with promoting Step by Step to your employees.

What do I need to do to participate?
If you are interested in implementing Step by Step in your workplace please reply to this email. We will then provide you with instructions and promotional materials for offering Step by Step in your workplace. In your email, please provide the following information:

- Contact details for the person who will be promoting Step by Step in your workplace (if not yourself)
- The number of employees at your workplace

If you are NOT interested in Step by Step, please indicate this by reply email. If you have any questions about the program, please contact [name] by email to [insert email] or phone on [insert phone]. Alternatively, nominate a time and phone number and we will call you.

Regards,
Appendix 2. Stage 2 – Recruitment of Employees through Workplaces Resources

2.1a Employee recruitment pack email

Subject: Step by Step: Recruitment Materials

Dear Name,

Thank you for agreeing to implement Step by Step in your workplace.

Please find attached an implementation plan outlining the key steps involved in facilitating the program in your workplace. The timeframe is based on recruitment beginning tomorrow or the next work day.

We encourage you to promote the program as widely as possible by:
  • Emailing employees (a template email is attached along with a participant information sheet)
  • Word of mouth (informal and through team meetings)
  • Displaying posters
  • Distributing postcards

You will receive posters and postcards in the mail in the next few days.

Everyone in your workplace is eligible to participate in Step by Step, so please circulate the materials as widely as possible.

If you have any questions about the program please contact YOUR ORGANISATION DETAILS.

Regards,

EMAIL ATTACHMENTS:

1. Employee recruitment email (Appendix 2.1c)
2. Employee Participant Information Sheet (Appendix 2.1d)
### 2.1b Workplace Implementation Plan

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put up posters in workplace.</td>
<td>INSERT Workplace NAME</td>
<td>Insert dates</td>
</tr>
<tr>
<td>Provide postcards to all employees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promote program by word of mouth.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send invitation email (with attached participant information sheet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees interested in participating complete baseline survey using link provided on invitation email; or Employees express interest by email or postcard and we will send them a survey by email or post.</td>
<td>Employees</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Participants completing the baseline survey will be mailed the Step by Step guidebook and pedometer</td>
<td>YOUR ORGANISATION</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Promote Step by Step by sending reminder email (with participant information sheet attached) and giving verbal reminders.</td>
<td>INSERT Workplace NAME</td>
<td>Insert dates</td>
</tr>
<tr>
<td>Participants will be emailed or posted a 3 month follow-up survey (and reminders if needed)</td>
<td>YOUR ORGANISATION</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Contact person in workplace invited to complete online evaluation survey about Step by Step</td>
<td>INSERT Workplace NAME</td>
<td>Insert dates</td>
</tr>
</tbody>
</table>
2.1c Employee recruitment email

Subject: Step by Step Pedometer Program

You are invited to participate in the Step by Step Pedometer Program.

What is Step by Step?
Step by Step is a walking program with a pedometer to help you increase your everyday physical activity. This program was developed by the University of Sydney and is being run by YOUR ORGANISATION. YOUR ORGANISATION is interested in evaluating programs undertaken in workplaces that support a healthy lifestyle.

Please find attached a Participant Information Sheet for further information about participating in the Step by Step program.

If you elect to participate you will receive the Step by Step guide book and a pedometer.

To participate in this program, you need to complete a survey which takes approximately 10-15 minutes. To complete the survey click on the link below: INSERT LINK HERE

After you complete the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active. After three months we will send you a link to complete a short follow-up survey.

The information you provide will be used to evaluate the effectiveness of the program. All information you provide will be strictly confidential and only the SPECIFIC EMPLOYEES at the YOUR ORGANISATION will have access to the information.

If you have any questions about the program, please contact name and details.

Regards,

ATTACHMENTS:

1. Employee Participant Information Sheet (Appendix 2.1d)
2.1d Employee Information Sheet

PARTICIPANT INFORMATION SHEET – STEP BY STEP PROGRAM

What is the Step by Step Program?
Step by Step is a walking program with a pedometer (step counter) to help you increase your physical activity. The program was developed by the University of Sydney and is being offered to workplaces in LOCAL AREA. Participating employees will receive a pedometer and guide book.

What are the benefits of participation in Step by Step?
The program has been shown to help people increase their activity levels, particularly if they are not currently active. You may experience this and other benefits of physical activity (e.g. weight loss, improved mood, and lowered risk for heart disease) by participating in Step by Step.

Is there a cost to participation in Step by Step?
INSERT TEXT HERE

What does the program involve?
You will be asked to complete a survey seeking information on your health and current levels of physical activity at the beginning of the program and three months later. Each survey will take approximately 10-15 minutes to complete. After completing the first survey you will be given a pedometer and a guide book on how to increase your level of walking.

Can I withdraw from the program?
Participation in this program is voluntary; you are not under any obligation to consent. If you do consent you can withdraw at any time without affecting your relationship with YOUR ORGANISATION or YOUR WORKPLACE.

Will anyone else know the results?
Insert confidentiality text here

Can I tell other people about the program?
Yes, you can discuss the program with other people.

For further information about Step by Step contact INSERT TEXT HERE
2.2a Employee Recruitment Pack – Covering Letter

Name
Workplace address

Dear Name,

RE: Step By Step Program Materials

Thank you for agreeing to participate in and implement Step by Step in your workplace. Please find enclosed posters and postcards to promote the program in your workplace. Postcards can be distributed to all employees (particularly those who don’t have access to email) and employees can enrol in the program by sending back the postcards.

We encourage you to promote the program as widely as possible by:
- Emailing employees (a template email is attached along with a participant information sheet)
- Word of mouth (informal and through team meetings)
- Displaying posters
- Distributing postcards

Everyone in your workplace is eligible to participate in Step by Step, so please circulate the materials as widely as possible.

If you have any questions about the program please contact YOUR ORGANISATION DETAILS.

Regards,
2.4a Workplace Employee recruitment reminder email

Subject: Step by Step Recruitment Reminder

Dear Name,

This is a courtesy reminder to promote the Step by Step program. Attached is an email template to remind employees of Step by Step program and the Employee Information Sheet which we ask you to attach to the email. For employees without email access, we suggest a verbal reminder (e.g. in a team meeting), but please use whatever format is most appropriate for your workplace.

If you have any questions about the program, please contact Contact Name and Details.

Regards,

ATTACHMENTS:
1. Employee recruitment reminder (Appendix 2.4b)
2. Participant Information Sheet (Appendix 2.1d)
2.4b Employee recruitment reminder

Subject: Reminder: Step by Step Pedometer Program

This is a reminder about the Step by Step Pedometer Program. If you have already registered, please disregard this email.

You are invited to participate in the Step by Step Pedometer Program.

What is Step by Step?
Step by Step is a walking program with a pedometer to help you increase your everyday physical activity. This program was developed by the University of Sydney and is being run by YOUR ORGANISATION. YOUR ORGANISATION is interested in evaluating programs undertaken in workplaces that support a healthy lifestyle.

Please find attached a Participant Information Sheet for further information about participating in the Step by Step program.
If you elect to participate you will receive the Step by Step guide book and a pedometer.

To participate in this program, you need to complete a survey which takes approximately 10-15 minutes. To complete the survey click on the link below: [INSERT LINK HERE]

After you complete the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active. After three months we will send you a link to complete a short follow-up survey.

The information you provide will be used to evaluate the effectiveness of the program. All information you provide will be strictly confidential and only the SPECIFIC EMPLOYEES at the YOUR ORGANISATION will have access to the information.

If you have any questions about the program, please contact name and details.

Regards,

ATTACHMENT:
1. Employee Information Sheet (Appendix 2.1d)
Appendix 3. Stage 3 – Implementation of Step by Step Resources

3.2a Employee baseline survey email

RE: Step by Step Pedometer Program

Dear employee name,

Thank you for your interest in the Step by Step Pedometer Program.

What is Step by Step?
Step by Step is a walking program with a pedometer (step counter) to help you increase your everyday physical activity. This program was developed by the University of Sydney and is being run by ORGANISATION OR WORKPLACE.

Please read the attached Step by Step Participant Information Sheet for further information about participating in the Step by Step program.

If you elect to participate you will receive the Step by Step guide book and a pedometer.

To participate in this program, you need to complete a survey which takes approximately 10-15 minutes. To complete the survey click on the link below:

INSERT LINK

After you complete the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active.

After three months we will send you a link to complete a short evaluation survey. The information you provide will be used to evaluate the effectiveness of the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact CONTACT NAME.

Regards,
3.2b Employee baseline survey – covering letter

RE: Step by Step Pedometer Program

Dear [employee name],

Thank you for your interest in the Step by Step Pedometer Program.

What is Step by Step?
Step by Step is a walking program with a pedometer (step counter) to help you increase your everyday physical activity. This program was developed by the University of Sydney and is being run by [ORGANISATION OR WORKPLACE].

Please read the enclosed Step by Step Participant Information Sheet for further information about participating in the Step by Step program.

If you elect to participate you will receive the Step by Step guide book and a pedometer.

To participate in this program, you need to complete the enclosed survey which takes approximately 10-15 minutes and return in the reply paid envelope along with a signed consent form.

After you return the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active.

After three months we will send you a link to complete a short evaluation survey. The information you provide will be used to evaluate the effectiveness of the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact [CONTACT NAME].

Regards,
3.2c Employee Consent Form

I, ..................................................................................................................[PRINT NAME], give consent to my participation in the research project

Step by Step

In giving my consent I acknowledge that:

1. The procedures required for the intervention and the time involved have been explained to me, and any questions I have about the project have been answered to my satisfaction.

2. I have read the Participant Information Statement and have been given the opportunity to discuss the information and my involvement in the project with the researcher/s.

3. I understand that being in this study is completely voluntary – I am not under any obligation to consent.

4. I understand that my involvement is strictly confidential. I understand that any research data gathered from the results of the study may be published; however, no information about me will be used in any way that is identifiable.

5. **I understand that I can withdraw from the study at any time, without affecting my relationship with the researcher(s) or the University of Sydney now or in the future.**

6. I understand that I can end my participation at any time if I do not wish to continue.

..................................................................................................................

Signature

..................................................................................................................

Please PRINT name

..................................................................................................................

Date
Guide to implementing Step by Step in workplaces

3.2d Employee Step by Step baseline survey

1. What is the name of the business at which you work?

2. How did you hear about Step by Step? Please tick as many as apply.
   - Email
   - Supervisor/Manager
   - Co-workers
   - Poster
   - Postcard
   - Newsletter
   - Other, please specify: _______

3. What is your main motivation for participating in Step by Step?

4. IN THE LAST WEEK, how many times have you walked continuously, for at least 10 minutes, for recreation/exercise or to get to or from places?

5. What do you estimate was the total time that you spent walking in this way IN THE LAST WEEK?

6. IN THE LAST WEEK how many times did you do any VIGOROUS physical activity which made you breathe harder or puff and pant? (eg. jogging, cycling, aerobics, competitive tennis, etc)

7. What do you estimate was the total time that you spent doing this VIGOROUS physical activity IN THE LAST WEEK?

8. IN THE LAST WEEK how many times did you do any other MODERATE physical activity that you haven’t already mentioned? (eg. gentle swimming, social tennis, golf, etc)

9. What do you estimate was the total time that you spent doing this MODERATE physical activity IN THE LAST WEEK?

10. Consider all of the walking, moderate and vigorous activities you undertook IN THE LAST WEEK. On how many days did you take part in these activities for at least a total of 30 minutes of the day?

11. With whom do you usually do your physical activity in your leisure time? (This refers to time when you are not at work; however, you can include your meal break.) Tick one box only.
   - On your own
   - Friends
   - Co-workers
   - Family or relatives
   - Dog
   - Others

We would like to ask you about the physical activity you did IN THE LAST WEEK.
These questions refer to time spent OUTSIDE of work; however, INCLUDE activities such as walking to and from work or walking during meal breaks.

The next questions EXCLUDE household chores, gardening and yard work:
The next questions are about the areas in which you live and work.

12. Please tell us how much you agree or disagree with the following statements by marking the option that best applies to you and your home or workplace. Please mark one response only for each statement.

<table>
<thead>
<tr>
<th>The following statements refer to the area in which you live:</th>
<th>Strongly agree</th>
<th>Somewhat agree</th>
<th>Somewhat disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are many shops or other places to buy things I need within easy walking distance of my home.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are footpaths on most of the streets around my home.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is so much traffic along most nearby streets that it makes it difficult or unpleasant to walk around my home.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The following statements refer to the area in which you work:</th>
<th>Strongly agree</th>
<th>Somewhat agree</th>
<th>Somewhat disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are many shops or other places to buy things I need within easy walking distance of my workplace.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are footpaths on most of the streets around my workplace.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is so much traffic along most nearby streets that it makes it difficult or unpleasant to walk around my workplace.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The next questions are about your health.

13. The following is a list of common health conditions. For each, please indicate by placing a tick (✓) if you have the problem; then, please indicate if you take any medication or some other treatment for it. Also indicate if the condition limits any of your activities.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Do you have this problem?</th>
<th>Do you receive treatment for it?</th>
<th>Does it limit your activities?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart Disease</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>High Blood Pressure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Cholesterol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lung Disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liver Disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidney Disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depression</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthritis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back Pain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14. How many serves of FRUIT do you usually eat each day, including fresh, dried, frozen and tinned fruit? One serve is equal to one medium piece, 2 small pieces, or one cup of diced pieces.

_________ serves per day  OR  
_________ serves per week

15. How many serves of VEGETABLES do you usually eat each day including fresh, frozen or tinned vegetables? One serve is equal to half a cup of cooked vegetables, 1 medium potato or one cup of salad.

_________ serves per day  OR  
_________ serves per week

Alcoholic drinks are measured in terms of a ‘standard drink’. A standard drink is equal to 1 middy of full strength beer, 1 schooner of light beer, 1 glass of wine or 1 nip of spirits.

16. How often do you have a drink containing alcohol?

☐ 5 or more times per week  
☐ 2-4 times per week  
☐ Once per week or less  
☐ Monthly or less  
☐ Never (skip to question 19)

17. How many standard drinks do you have on a typical day when you are drinking?

☐ 1  
☐ 2  
☐ 3 or 4  
☐ 5 or more

18. How often do you have 5 or more standard drinks on one occasion?

☐ Never  
☐ Less than monthly  
☐ Monthly

19. Which one of the following best describes your smoking status?

☐ I have never smoked  
☐ I smoke daily  
☐ I smoke occasionally  
☐ I don’t smoke now, but I used to  
☐ Never (skip to question 19)

20. In general, would you say your health is:

☐ Excellent  
☐ Very good  
☐ Good  
☐ Fair  
☐ Poor

21. What is your current weight?

_________ kg  OR  
_________ stone and _______ pounds

22. How tall are you without shoes?

_________ cm  OR  
_________ feet and _______ inches

The next questions are about your employment and the nature of your work.

23. Please indicate the nature of your employment:

☐ Permanent Full-time  
☐ Permanent Part-time  
☐ Casual  
☐ Contract staff  
☐ Other ________________

24. How many days do you work during a typical week?

______ days
25. How many hours do you usually work each week in your job? (Total hours if more than 1 job.) _____ hours

26. Did you do any shift work at any time during the last 4 weeks?
☐ Yes
☐ No

27. What is your occupation in your (main) job?

28. What are your main tasks and duties in your (main) job?

29. When you are at work, which of the following best describes what you do? Tick one box only.
☐ Mostly sitting
☐ Mostly standing
☐ Mostly walking
☐ Mostly heavy labour or physically demanding work
☐ Don’t know/ unsure

30. What priority do you think your business currently places on promoting health and well-being of employees?
☐ Very High
☐ High
☐ Moderate
☐ Low
☐ None

31. What is the MAIN way you usually travel to work? Tick one box only. If you used more than one form of transport, show the method used for the longest (distance) part of the journey.
☐ Walk
☐ Cycle
☐ Drive
☐ Car passenger
☐ Train
☐ Bus
☐ Motorbike
☐ Ferry
☐ Taxi
☐ Work at home
☐ On leave
☐ Other: 

The next questions are about you.

32. What is your residential postcode (area where you live)? 

33. Please indicate your gender
☐ Male
☐ Female

34. What is your age?
☐ Less than 35 years
☐ 35-55 years
☐ Over 55 years

35. Do you speak a language other than English at home?
☐ No, English only
☐ Yes, please specify 

36. Are you of Aboriginal or Torres Strait Islander origin?
☐ No
☐ Yes

37. Which one of the following best describes your highest education or qualifications? Please mark one box.
☐ Less than 4 years of secondary school
☐ Completed 4-5 years of secondary school
☐ Completed 6 years of secondary school
☐ Trade/apprenticeship
☐ Certificate/Diploma
☐ Bachelor degree or higher
38. What is your annual personal income (before tax is taken out)?

- up to $20,000
- $20,000 – $40,000
- $40,000 – $60,000
- $60,000 – $80,000
- $80,000
- I prefer not to answer

39. Please provide the address where you would like your pedometer package sent.

Name: __________________________

Address: _________________________

_______________________________

City/Town: ________________________

State: _____________ Post Code: _______
3.3 Employee letter – invalid email address

Dear Name,

Thank you for your interest in the Step by Step Pedometer Program.

*If you have recently enrolled in Step by Step by completing our survey, please disregard this letter.*

We have tried unsuccessfully to contact you at the email address you provided, Email.

Could you please contact us via email insert or phone insert so that we may confirm your email address and send you the link to the survey? Alternatively, you may access the survey by typing in the address below in your web browser:

[insert link]

After you complete the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active. After three months we will post you a short evaluation survey. All information you provide is strictly confidential.

We look forward to your participation.

Regards,
3.4a Employee enrolment pack - covering letter

FIRST NAME SURNAME
STREET
SUBURB, STATE POSTCODE

Dear FIRST NAME,

Thank you for deciding to participate in Step by Step, a walking program with a pedometer designed to assist you in becoming more active. This program was developed by the University of Sydney and is run by ORGANISATION OR WORKPLACE.

Enclosed you’ll find the Step by Step guide book and pedometer. The guide book provides you with instructions on how to use the pedometer and how to increase your everyday physical activity.

In three months, we will send you a follow-up survey to assess your experience of the program.

If you have any questions about the program, please contact CONTACT NAME.

Regards,
3.5 Employee follow-up letter for no contact

Participant Name
Address

Dear Name,

Thank you for your interest in the Step by Step Pedometer Program.

*If you have recently enrolled in Step by Step by completing our survey, please disregard this letter.*

We have tried unsuccessfully to contact you at the email address you provided, Email.

Could you please contact us via email insert or phone insert so that we may confirm your email address and send you the link to the survey? Alternatively, you may access the survey by typing in the address below in your web browser:

insert link

After you complete the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active. After three months we will post you a short evaluation survey. All information you provide is strictly confidential.

We look forward to your participation.

Regards,
3.6a Employee baseline survey reminder - Email

Subject: Reminder: Step by Step Pedometer Program

Dear employee name,

This is a reminder about the Step by Step Pedometer Program. If you have already registered, or do not wish to participate, please disregard this email.

Thank you for your interest in the Step by Step Pedometer Program.

What is Step by Step?
Step by Step is a walking program with a pedometer (step counter) to help you increase your everyday physical activity. This program was developed by the University of Sydney and is being run by ORGANISATION OR WORKPLACE.

Please read the attached Step by Step Participant Information Sheet for further information about participating in the Step by Step program.

If you elect to participate you will receive the Step by Step guide book and a pedometer.

To participate in this program, you need to complete a survey which takes approximately 10-15 minutes. To complete the survey click on the link below:

INSERT LINK

After you complete the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active.

After three months we will send you a link to complete a short evaluation survey. The information you provide will be used to evaluate the effectiveness of the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact CONTACT NAME.

Regards,

ATTACH: Participant Information Sheet.
3.6b Employee baseline survey reminder – letter

RE: Step by Step Pedometer Program

Dear employee name,

This is a reminder about the Step by Step Pedometer Program. If you have already registered, or do not wish to participate, please disregard this letter.

Thank you for your interest in the Step by Step Pedometer Program.

What is Step by Step?
Step by Step is a walking program with a pedometer (step counter) to help you increase your everyday physical activity. This program was developed by the University of Sydney and is being run by ORGANISATION OR WORKPLACE.

Please read the enclosed Step by Step Participant Information Sheet for further information about participating in the Step by Step program.

If you elect to participate you will receive the Step by Step guide book and a pedometer.

To participate in this program, you need to complete the enclosed survey which takes approximately 10-15 minutes and return in the reply paid envelope along with a signed consent form.

After you return the survey we will send you a pedometer and Step by Step guide book providing information on becoming more active.

After three months we will send you a link to complete a short evaluation survey. The information you provide will be used to evaluate the effectiveness of the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact NAME.

Regards,
Appendix 4. Stage 4 – Evaluation of Step by Step Resources

4.1a Employee Evaluation Invitation - Email

Subject: Step by Step – Evaluation survey

Dear participant,

Thank you for participating in the Step by Step Pedometer Program. The final part of the program is to complete a short evaluation survey which takes approximately 10-15 minutes. To complete the survey click on the link below:

[INSERT FOLLOW-UP SURVEY LINK]

The survey information will be used to evaluate the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact [NAME].

Regards,
4.1b Employee Evaluation Invitation - Letter

Dear INSERT NAME

RE: Step by Step – Evaluation survey

Thank you for participating in the Step by Step Pedometer Program. The final part of the program is to complete the enclosed evaluation survey which takes approximately 10-15 minutes. Please return in the reply paid envelope.

The survey information will be used to evaluate the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact NAME.

Regards,
4.1c Participant Evaluation Survey

Name: _____________________________

Date: _____________________________

The first questions are about your participation in the Step by Step Program.

1. How useful did you find the Step by Step Program in helping you to become more active?
   - Very useful (skip to question 3)
   - Moderately useful (skip to question 3)
   - A little useful (skip to question 3)
   - Not useful at all (skip to question 3)
   - N/A – I did not participate in the program

2. What was the main reason you did not participate in the program?
   __________________________________________________
   __________________________________________________
   __________________________________________________
   (skip to question 6)

3. Did the program meet your expectations?
   - Yes (skip to question 5)
   - No

4. In what way did the program not meet your expectations?
   __________________________________________________
   __________________________________________________

5. Please indicate whether you obtained any of the following potential benefits from participating in Step by Step.
   - Increased levels of physical activity
   - Weight loss
   - More energy
   - Improved stress management
   - Improved mood
   - Improved feeling of well-being
   - Increased ability to focus at work
   - I did not benefit from participating in Step by Step
   - Other (please specify__________________)

We would now like to ask you about the physical activity you did IN THE LAST WEEK.

These questions refer to time spent OUTSIDE of work; however, INCLUDE activities such as walking to and from work or walking during meal breaks.

6. IN THE LAST WEEK, how many times have you walked continuously, for at least 10 minutes, for recreation, exercise, or to get to or from places?
   ____________ times

7. What do you estimate was the total time that you spent walking in this way IN THE LAST WEEK?
   ____________ hours and/or
   ____________ minutes
The next questions EXCLUDE household chores, gardening and yard work.

8. IN THE LAST WEEK, how many times did you do any VIGOROUS physical activity which made you breathe harder or puff or pant? (e.g. jogging, cycling, aerobics, competitive tennis, etc)

___________ times

9. What do you estimate was the total time that you spent doing this VIGOROUS physical activity IN THE LAST WEEK?

___________ hours and/or

___________ minutes

10. IN THE LAST WEEK how many times did you do any OTHER MODERATE physical activity that you haven’t already mentioned? (e.g. gentle swimming, social tennis, golf, etc)

___________ times

11. What do you estimate was the total time that you spent doing this MODERATE physical activity IN THE LAST WEEK?

___________ hours and/or

___________ minutes

12. Consider all of the walking, moderate and vigorous activities you undertook IN THE LAST WEEK. On how many days did you take part in these activities for at least a total of 30 minutes of the day?

___________ days

The next questions are about the implementation of Step by Step in your workplace.

13. Please indicate your level of agreement with the following statements. Tick one box only.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step by Step was widely promoted in my workplace.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The business owner/manager/CEO supported participation in Step by Step.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My immediate manager supported participation in Step by Step.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Our workplace had a ‘champion’ who actively promoted and encouraged</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>participation in Step by Step.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Please indicate whether you did any of the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussed Step by Step with co-workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received encouragement from co-workers participating in Step by Step</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided encouragement to other co-workers participating in Step by Step</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertook walking activities with co-workers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. Since March, has your workplace organised a pedometer competition between colleagues or worksites? (Example: teams were formed and challenged to achieve the most steps.)

- Yes
- No
- Unsure/ Can’t remember

The next questions are about the Step by Step guide book.

16. Did you read or look through the Step by Step book?

- Yes, all of it (skip to question 18)
- Yes, most of it (skip to question 18)
- Yes, some of it (skip to question 18)
- No

The next questions are about the Step by Step pedometer.

17. What was the main reason you did not use the Step by Step book?

________________________________________________________

________________________________________________________

(skip to question 21)

18. When you commenced the program, at which step of the book did you start?

- Step 1
- Step 2
- Step 3
- Step 4
- Unsure/ Can’t remember
- NA – I did not participate in the Program

19. How useful was the Step by Step book in helping you to be more active?

- Very useful
- Somewhat useful
- Not very useful
- Not useful at all

20. The Step by Step book supplied information on how to access some additional resources. Please indicate if you accessed either of the following resources. Tick all that apply.

Get Healthy telephone coaching service

- information only
- enrolled in health coaching

10,000 Steps website

- viewed only
- signed up (registered to use)

- I did not access the additional resources
- I do not recall additional resources

21. Prior to the program had you used a pedometer before?

- Yes
- No

22. How often did you wear the pedometer provided as part of the Step by Step program?

- Every day (skip to question 24)
- Most days (skip to question 24)
- Occasionally (skip to question 24)
- Rarely (skip to question 24)
- Never

23. What was the main reason you did not use the pedometer?

________________________________________________________

________________________________________________________

(skip to question 27)
24. Did you find the pedometer easy to use? (e.g. program, read, and wear)
   - Yes
   - No

25. How useful did you find the pedometer in helping you to be more active?
   - Very useful
   - Somewhat useful
   - Not very useful
   - Not useful at all

26. How often did you record the number of steps you took?
   - Every day
   - Most days
   - Occasionally
   - Rarely
   - Never

   The next questions are about your general health and well-being.

27. In general, would you say your health is:
   - Excellent
   - Very good
   - Good
   - Fair
   - Poor

28. What is your current weight?
   - ____________kg
   - OR
   - _____ stone and _____ pounds

29. How tall are you without shoes?
   - ____________cm
   - OR
   - _____ feet and _____ inches

30. In the past three months, have you
   - Gained 3 or more kilos
   - Lost 3 or more kilos
   - Maintained your weight within 3 kilos
   - Don’t know

31. Please add any additional comments or suggestions for improving the Step by Step program.

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

Thank you for completing this survey and participating in the Step by Step Pedometer Program.

Please return the survey in the pre-paid envelope or send to: Contact details
4.3a Participant Evaluation Invitation – Reminder Email

Subject: Reminder: Step by Step – Evaluation survey

Dear participant,

This is a reminder about the Step by Step Pedometer Program. If you have already completed the final survey, please disregard this email.

Thank you for participating in the Step by Step Pedometer Program. The final part of the program is to complete a survey which takes approximately 10-15 minutes. To complete the survey click on the link below:

**INSERT FOLLOW-UP SURVEY LINK**

The survey information will be used to evaluate the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact **NAME**.

Regards,
4.3b Employee Evaluation Invitation – Reminder Letter

Dear [INSERT NAME]

RE: Step by Step – Evaluation survey

Thank you for participating in the Step by Step Pedometer Program. The final part of the program is to complete the enclosed evaluation survey which takes approximately 10-15 minutes. Please return in the reply paid envelope.

The survey information will be used to evaluate the program. All information you provide will be strictly confidential.

If you have any questions about the program, please contact [NAME].

Regards,
4.8a Workplace Evaluation Invitation

Subject: Employer Evaluation Survey – Step by Step Program

Dear Name,

We would like to invite you to participate in an employer survey of the Step by Step Program.

The survey aims to obtain feedback from participating businesses about the feasibility and acceptability of implementing the Step by Step Program in workplaces. The survey is part of the overall evaluation of the Step by Step Program and will inform future implementation. Further information about the survey can be found in the attached information sheet.

The survey is confidential and will take approximately 10-15 minutes to complete. Please complete the survey by clicking on the link below:

[insert link here]

Completing this survey is completely voluntary; you are not under any obligation to participate. Submitting a completed survey is an indication of your consent to participate in the survey. If you do consent you can withdraw at any time without affecting your relationship with [organisation].

If you have any questions, please contact Name.

Regards,
What is the survey about?
The survey aims to obtain feedback from businesses about the feasibility and acceptability of implementing the Step by Step Program in workplaces. The survey, together with feedback from participating employees will help inform future implementation of the program.

Who is carrying out the survey?
The survey is being conducted by organisation.

What does the survey involve?
The survey involves answering questions about how the program was promoted, the feasibility of implementing the program in your workplace, and factors influencing employee participation. All responses will be confidential.

How much time will the survey take?
The survey will take approximately 5-10 minutes to complete.

Can I withdraw from the survey?
Completing this survey is completely voluntary; you are not under any obligation to participate. Submitting a completed survey is an indication of your consent to participate in the survey. If you do consent you can withdraw at any time without affecting your relationship with your ORGANISATION.

Will anyone else know the results?
All aspects of the survey, including results, will be strictly confidential and only XXXXX will have access to information on participants. Any reports using the survey results will be done in a manner in which individual participants will not be identifiable.

Will the survey benefit me?
We cannot and do not guarantee or promise that you will receive any benefits from the program.

Can I tell other people about the survey?
Yes, you can discuss the survey with other people.

What if I require further information about the survey or my involvement in it?
If you would like to know more at any stage, please feel free to contact NAME at CONTACT DETAILS.

What if I have a complaint or any concerns?
Any person with concerns or complaints can contact ....CONTACT DETAILS

This information sheet is for you to keep
4.9 Workplace Evaluation Survey

1. What is the name of your business or organization?

_____________________________________________

2. Did your business/organisation promote Step by Step to employees?
    Yes (Please answer all questions following.)
    No (Please answer only the following questions marked with **.)

*The first questions ask about your promotion of Step by Step.*

3. Please indicate how you promoted Step by Step to employees in your business/organisation. (Tick all that apply.)

    Displayed the posters
    Distributed the postcards
    Emailed employees
    Informal conversation
    Promoted the program at work meetings
    Other (please specify): __________________________________________________________

4. **Please indicate your level of agreement with the following statements.**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree</th>
<th>Somewhat agree</th>
<th>Somewhat disagree</th>
<th>Strongly disagree</th>
<th>Don’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I felt confident in promoting Step by Step to employees.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I felt I had sufficient skills to promote Step by Step to employees.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I felt I had sufficient support and resources from ORGANISATION in implementing Step by Step in my workplace.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I would recommend Step by Step to other businesses/organisations.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The next questions ask about employee and business perceptions of Step by Step.

5. **Please indicate your level of agreement with the following statements.**

| **Step by Step was relevant to the health needs of employees in this business/organisation.** |
| Strongly agree | Somewhat agree | Somewhat disagree | Strongly disagree | Don’t know |
| **Step by Step was well received by employees.** |
| **Step by Step was a beneficial program for our organisation to implement.** |
| **Most employees felt that Step by Step was a worthwhile initiative to implement in our business/organisation.** |
| **Step by Step was easy to incorporate into our work schedule/routine.** |

6. **How would you rate employees’ general interest in Step by Step?**
   - [ ] Excellent
   - [ ] Good
   - [ ] Average
   - [ ] Poor
   - [ ] Very poor
   - [ ] Don’t know

7. **How did employees’ level of interest in Step by Step compare to other health and wellness activities/programs provided by your business/organisation in the past?**
   - [ ] More interested
   - [ ] Same level of interest
   - [ ] Less interested
   - [ ] Not applicable. (This was the first health and wellness activity/program.)

8. In your opinion, what factors (if any) prevented or discouraged employees from participating in Step by Step?

______________________________________________________________________________
______________________________________________________________________________

9. What additional support or resources (if any) would be useful in recruiting employees to Step by Step in the future?

______________________________________________________________________________
______________________________________________________________________________
10. Did you participate in the Step by Step program yourself?
   ☐ Yes
   ☐ No

11. Please indicate below any additional activities your business/organisation undertook to promote walking while implementing Step by Step. (Tick all that apply.)
   ☐ No additional activities
   ☐ Workplace pedometer challenge (competition)
   ☐ Walking groups
   ☐ Walking buddies
   ☐ Other (please specify):_________________________________________________________

This question asks about your business/organisation culture and support of employee health and wellness activities.

12. **Please indicate how much you agree or disagree with the following statements.**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree</th>
<th>Somewhat agree</th>
<th>Somewhat disagree</th>
<th>Strongly disagree</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Our business/organisation is open to trying new programs or initiatives.</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Our business/organization has effective mechanisms that encourage frequent and open communication.</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Promoting employee health fits well with the mission, priorities and values of our business/organization.</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>The business owner/manager/CEO supported and encouraged participation in Step by Step.</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Final comments

13. **Do you have any suggestions for how Step by Step could be improved in the future for implementation in businesses/organisations or any other comments?**

__________________________________________________________________________________
__________________________________________________________________________________

Thank you for completing this survey and participating in the Step by Step Pedometer Program.

Please return the survey in the pre-paid envelope or send to: name at address.
4.10a Workplace Evaluation Survey – Reminder Email

Subject: REMINDER - Employer Evaluation Survey – Step by Step Program

Dear insert name,

This is a reminder about the Step by Step employer survey. If you have already completed the survey, please disregard this email.

Dear name,

We would like to invite you to participate in an employer survey of the Step by Step Program.

The survey aims to obtain feedback from participating businesses about the feasibility and acceptability of implementing the Step by Step Program in workplaces. The survey is part of the overall evaluation of the Step by Step Program and will inform future implementation. Further information about the survey can be found in the attached information sheet.

The survey is confidential and will take approximately 10-15 minutes to complete. Please complete the survey by clicking on the link below:

insert link here

Completing this survey is completely voluntary; you are not under any obligation to participate. Submitting a completed survey is an indication of your consent to participate in the survey. If you do consent you can withdraw at any time without affecting your relationship with organisation.

If you have any questions, please contact name.

Regards,