



## Creating a Workplace Massage Program

All Healing Hands Workplace Massage Programs are started on a three month “pilot program” basis. This allows Healing Hands sufficient time to demonstrate the cumulative benefits of workplace massage; and it enables organizations to be confident that the service is being well-received by their employees.

We believe it’s important to measure the effectiveness of our service and we do this by asking each participant to complete a survey at the beginning and end of the pilot period. The results are tabulated and become part of the program review at the end of three months.

To create meaningful, lasting changes for our clients, it’s important that individuals receive a workplace massage at least every two weeks. Beyond two weeks, the massage will still feel great, but it will be like starting over each time. We recommend that the “pilot program” be structured on a bi-weekly basis.

Our certified chair practitioners are each able to provide 15 – fifteen minute workplace massages per session. We require a minimum of 12 massages per practitioner for every scheduled visit. Once it has been determined how many employees will participate in the pilot program, we assign the appropriate number of practitioners to your site.

To facilitate easy administration of the pilot program we can handle the bi-weekly schedule one of two ways:

- 1) **Manually** – a sign-up sheet is emailed to the coordinator and it identifies each massage time. The sheet is generally posted in an employee lunchroom or circulated to the employees a few days ahead of the next scheduled session. A new sign-up sheet is printed-off for each subsequent session.
- 2) **Online Booking** - through our **Healing Hands Booking System**. We have developed a proprietary online system that makes it easy for employees to take care of their own massage bookings. This system enables us to take care of large organizations with multiple office locations. Once set-up on our system, each employee can view upcoming schedules and make their bookings in advance. Once a session is booked, the employee receives an email confirmation and a 48 hour email reminder before their scheduled session.

**Room Requirement:**

To help make the massage a more relaxing experience, we require a semi-private room (usually a boardroom or spare office) that has at least 5' x 5' of clear space. Our practitioners play soft, relaxing music in the background.

**Massage Coordinator:**

We have found it to be very helpful to have one person assigned as the “massage coordinator” for the office. We work with this person to coordinate the sessions and they ensure that the massage room is booked and details of the program are communicated to the rest of the employees.

**Pricing & Payment:**

Our pricing structure is based on the frequency of visits and the number of massages performed per visit. The chart below shows the various program options.

Our programs are either funded directly by the employer as a workplace wellness initiative, or a cost-sharing program is created with the employer paying 50% and the employee paying 50%. The choice is up to each organization. We send an invoice to the organization, each month, for the total number of massages performed. If the employees are paying, in part, for their massage, we leave the collection of monies up to the organization.

**Pricing Schedule (per month):**

The figures in the following chart are based on the frequency of office visits. For example, the cost to have two practitioners coming to your office every two weeks, performing 30 massages on each visit would be \$1,400 per month.

<b>Frequency Of Visits</b>	<b>Rate/hour Per Practitioner</b>	<b>15 massages 1 Practitioner</b>	<b>30 massages 2 Practitioners</b>	<b>45 massages (less 5%) 3 Practitioners</b>	<b>60+ massages (less 10%) 4+ Practitioners</b>
<b>Monthly</b>	\$75	\$375	\$750	\$1,069	\$1,350
<b>Bi-weekly</b>	\$70	\$700	\$1,400	\$1,995	\$2,520
<b>Weekly</b>	\$60	\$1,200	\$2,400	\$3,420	\$4,320

**Pilot Program Review:**

At the end of the three month pilot period, all participants would be asked to complete a survey to assess the value they have received from the workplace massage program. If everyone is satisfied with the results, the program could be implemented on an ongoing basis.

If you have further questions on starting a **Workplace Massage Program**, contact **Healing Hands** at (250) 383-4300 or 1-800-792-0452.