REGULAR REPORTING AND ASSESSMENT

An update or report to the employer must be done as a minimum every **12 weeks**. If you wish to do it more often i.e. monthly for example that is entirely up to you. You can also choose what you wish to include in the update. As a minimum, **attendance information** is required but all other test results and markers are up to you in collaboration with your client. You will need to gain written permission from them as to which information other than attendance they are happy for their employer to receive. For example some clients may be comfortable with their employers knowing their fitness scores but not their weight or body fat.

We recommend you report **in writing** rather than just verbally so that you have a written record, but whether or not it is a few lines on an email or a full blown report will depend on the resources you have available.

The assessments or testing protocol you choose are entirely up to you, but you will almost certainly want to measure aerobic fitness in some way. Aerobic fitness tests that are commonly used are: Distance covered running or walking in a specific time (or how long it takes to cover a certain distance), heart rate response to a specific intensity or level and time on a stationary bike or other cardio machines or the classic beep test or some variation of it to suit your client.

You may also choose to take some measurements that give an indication of body composition and size. Again the classics are: Waist/ hips (and ratio of them) body fat, weight, BMI.

One area that we strongly recommend you look at measuring is around your client's stress levels and general psychological wellbeing. This can be very simple as the following example illustrates.

Simple measure of perceived work performance and mood	Constantly	Frequently	Sometimes	Seldom	Never
How often are you?					
Tense, nervous, anxious					
Calm, relaxed, clear thinking					
Bored, fatigued, disengaged					
Alert, enthusiastic, engaged					

Rate the following.   1 = poor, 10 = excellent

Time management	1	2	3	4	5	6	7	8	9	10
Ability to solve problems	1	2	3	4	5	6	7	8	9	10
Staying focused	1	2	3	4	5	6	7	8	9	10
Dealing with conflict	1	2	3	4	5	6	7	8	9	10
Managing workload	1	2	3	4	5	6	7	8	9	10