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| A Little Means A Lot Workshop - Facilitator Guide |
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**PLANNING AND MATERIALS**

This facilitator guide is a companion document to the Balance Builder PowerPoint and corresponding handouts. It is intended to guide facilitators in the presentation preparation and facilitation. Included in the guide are preparation tasks, suggested materials, high-level outcomes, the agenda, and presentation outline. The outline includes suggested talking points. These are only suggestions and subject to change based on the facilitator’s needs, available presentation time, audience, etc.

Below is a list of materials and event tasks that may be appropriate for events.  Not all materials and tasks are suitable for every event.  Specifics about the materials and tasks will be communicated by the Field Engagement Specialist. Please reach out to your Field engagement Specialist if you have questions.

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| PRE- EVENT TASKS C:\Users\SimsM\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\AFQO5PY4\MC900432530[1].png  |
| Review materials* Facilitator Guide
* Workshop workbook
* Generic and Co-branded mailer templates
* Promotional Poster
* Promotional Flyer
* Workshop Sign in Sheet
* Follow-up email
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| View practice exercise video  |  |
| If there will be a booth, confirm that booth items have been received:* Tablecloth
* Holder for fliers
 |  |
| Confirm location contact’s name and contact information. |  |

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| EVENT TASKS C:\Users\SimsM\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\AFQO5PY4\MC900432530[1].png |
| Introduce yourself to the location contact. |  |
| Set-up event booth (if needed) |  |
| If applicable, set-up screen and computer with projector. PCs are not expected to bring a computer, screen, or projector. If needed, they will be provided. |  |
| Set-up room with chairs.* Consider how you want the room to be during the presentation and during the exercise component. You will want to make sure members can move freely and that they can easily see you. We recommend placing the chairs in a honeycomb pattern.
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| WORKSHOP AGENDA |  |  |
| Welcome | * Greeting by PL Staff & SSFP Representative
* Sign-in sheet completed and shared with PL staff for eligibility check.
 | 5 min. |
| Presentation | * + Introduction by Territory Manager (TM)/Program Champion (PC)
	+ A Little Means a Lot Presentation
	+ Member Eligibility check conducted by PL Staff during Presentation
	+ Facility Enrollment Packets prepared by PL staff.
	+ Sign-in sheets given back to TM or PC.
 | 20 min. |
| Physical Activity/Exercise | * Led by Program Champion or Territory Manager
 | 30 min. |
| Wrap Up | * Thank members for their time and participation.
* Remind members to take home information and follow-up on next steps.
* PL staff should make themselves available for enrollment. Facilitator should direct members to the PL staff.

Suggested Options – Not Required:* PL staff can provide tours of location.
* Direct members to an area where they can socialize and speak with any vendors we invite.
 | 5 min. |

**PRESENTATION OUTLINE:**

Note: this workshop uses a workbook, not a PowerPoint slide deck, to guide the discussion. The tone should be conversational and inclusive.

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| WORKBOOK | TALKING POINTS |
| P.3Objectives | **SAY*** Welcome participants
* Introduce yourself
* Turn to page 3 in your booklet and review the agenda:
1. Identify a fitness goal.

2. Develop a plan with small steps to achieve it. 3. Practice exercises. |
|  | **SAY*** Have participants reflect on times when they have tried to make a change. Have them think about how they went about making the chage and the result(s).
* Sometimes we are able to make a change easily. We decide we want to do something and we just do it. Other times, our goals are more difficult to complete. Our goals can be overwhelming, and we can become paralyzed. Or, our goals are unclear, and we aren’t sure of the steps we need to take to achieve them. So, we don’t do anything.
* Ask participants if they have experienced successes or challenges when attempting to reach a goal.
* If people are willing to share their experiences, ask one or two people to do so (time permitting).
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| P.4Conquer Your Goals | **SAY*** Let participants know that the good news is that not all changes have to be big to have a lasting impact, be worthwhile, or help propel us toward our long-term fitness goals.
* Remind participants that it’s often the small things we do that can have far greater, lasting effects when it comes to seeing and feeling results.
* Setting intential (and SMART) goals is one way to get started on the path to achieving our goals.

**DO*** Review the example on the bottom of page 4 in preparation for participants setting their own goals next.
* Focus your discussion on how the high level goal of improving physical fitness is broken down into smaller parts.
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| P. 5My Goal | Time: three to five minutes – use booklet to write down goal. **SAY*** + - Each participant is going to set a high-level, long-term fitness related goal. It should be unique and meaningful. Something the person really wants to achieve. This goal should be general and not timebound (see page 4 example: improve physical fitness). There are no right or wrong answers.
* + Exmples include:
		- Be a better golfer.
		- Play comfortably with grandchildren.
		- Be healthier.
		- Be more active.
		- Enjoy physical activities more.
* Have participants write their high-level goal on the line marked “Benefit/achievement.”
* Next, ask participants to identify an activitiy that they could do to help them reach ther high-level goal. In our example on page 4, the person decided they would walk a 5 k as a way to improve their physical fitness. This “goal” should be specific and time-bound.
* Have participants write this activity/next step on the line marked “goal.”
* Once they have identified a “goal”, have each participant identify two specific small steps that they feel are achievable.
* Write those on the following lines. In our example, the person was going to prepare for the 5k by walking three times a week and taking part in SilverSneakers classes.
* Next, write down any milestones.
	+ For example, do participants need to:
	+ Sign-up for a race?
	+ Sign-up for an orientation of a participating location?
	+ Identify a workout buddy?
	+ Ask someone for support?
* What is the deadline for their “goals” (2nd blank line)? Have participants estimate how long they will need to work on each small step in preparation to meet their “goals” and have them write it on the “deadline” line. Note: their may be more than one deadline they’ll want to identify.
* Lastly, have participants identify an accountability buddy or a way to stay accountable and then sign and date the “My Goal” plan.
* If there is time, you may want to ask questions throughout the goal setting process. Examples include:
	+ Is anyone willing to share their goal?
	+ Can you tell us why you choose that as your goal? Have you tried to achieve it before? If so, what were the barriers?
	+ Do you foresee barriers? What can you do ahead of time to remove or overcome those barriers?
	+ Does anyone have any questions?

**For the Facilitator:****Further Tips for Helping Members Set Goals**The following guidelines will help members set effective, achievable goals. You can use this information in your discussion or when members ask questions. You do not need to include this information in your presentation.1. **State each goal as a positive statement –** Express your goals positively – "Execute this technique well" is a much better goal than "Don't make this stupid mistake."
2. **Be precise –**Set precise goals, putting in dates, times and amounts so that you can measure achievement. If you do this, you'll know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.
3. **Set priorities –** When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones.
4. **Write goals down –** This crystallizes them and gives them more force.
5. **Keep process goals small –** Keep the low-level goals that you're working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward.
6. **Set performance or process goals, not outcome goals** – You should take care to set goals over which you have as much control as possible. It can be quite dispiriting to not achieve a personal goal for reasons beyond your control!
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| P.55 Small Ways to Get You There | **SAY*** If time permits, have participants list any additional small steps that to the “5 Small Ways to Get There” section.
	+ For Example:
		- Share your goal with friends or family.
		- Talk to a fitness staff person for more ideas about how to train for your goal
		- Try a new class.
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| P.6The Plan | Time: 1-3 minutes.**SAY*** Once participants have identified long and short-term goals, it’s time to set-up a plan.
* Refer to p.6 and ask particpants write out a plan.
* They may want to use their small steps to fill out the first week’s plan.
* Encourage them to set themselves up for success and take their general schedule into consideration when planning. For example, they will want to consider days and times that they have the ability to work these additional tasks into their schedule.

See corresponding class choreography document. |
| Closing Before Exercise ClassRefer to choreography document | **SAY*** Ask if anyone has any final thoughts before the A little Means a Lot class.

**DO**Follow choreography document.Class is approximately 30 minutes |
| Great Job! | **This section follows after the exercise class portion of the workshop.*** Following the class ask questions:
* Ask participants how they feel.
* Did they find anything surprising?
* Do they have questions about the exercises?
* Explain the benefits of SilverSneakers and that SilverSneakers provides the following:

access to fitness equipmentTrained instructorsAccess to a likeminded community and opportunities for social connections.Online content.Strength, flexibility, and endurance work which can help with overall mobility, independence and overall health.FLEX classes – option to exercise outside of the traditional gym setting.Thank them for taking part.* Close the session.
	+ SilverSneakers benefit information (depending on location - review class schedule, social calendar, meet staff, etc.).
* Continue working toward your goal (in tracker)
* Visit a location
* Sign-up for an orientation
* Try a class or meet with a fitness center staff person to learn about the equipment
* Thank you! SilverSneakers is a great place to start and stay active!
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