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| Balance Builder Workshop: Facilitator Guide |
| Facilitator Guide |
| Corbett, Sims |

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.

**PLANNING AND MATERIALS**

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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 * PowerPoint * Raffle/Contact Form * Workshop workbook * Promotional Poster * Promotional Flyer * Workshop Sign in Sheet |  |
| View the practice exercise video |  |
| If there will be a table, confirm that the items have been received. They may include:   * Tablecloth * Holder for fliers * Tabletop sign or banner * Additional materials |  |
| Confirm location contact’s name and contact information. |  |
| EVENT TASKS C:\Users\SimsM\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\AFQO5PY4\MC900432530[1].png | |
| Arrive 30-45 minutes early to prepare. |  |
| Check in with location staff. |  |
| Check lighting. |  |
| Arrange chairs and tables.   * 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. |  |
| 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. |  |
| Have printed materials ready and organized. |  |
| Know where the closest SilverSneakers locations are. |  |

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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)   + Balance Builder 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: all talking points are suggestions, and they not meant to be said exactly as written. Highlight or add items that are important to the audience or health plan; and give the presentation in your own voice/words. Remove talking points that do not meet the audience’s needs or allotted presentation time.

The exercise class section of the presentation should be taught by a qualified instructor who has:

* Completed and passed Foundations.
* Completed and passed CPR.
* Completed and passed FWA training (colleague or instructor version).
* Liability insurance (instructors only).
* Signed contract (instructors only).

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| SLIDE | TALKING POINTS |
| Balance Builder Workshop: Build Your Balance With Exercise  1 | **SAY**   * Welcome yourself and introduce the presentation. |
| 3 Topics We’ll Cover Today  2 | **SAY**   * Staying healthy and independent is important to everyone. * The aging process creates challenges. * Review things people can do to live active and enjoyable lives. * Review workshop agenda   + External risk factors   + Internal risk factors   + And the chance to participate in a 30-minute exercise class |
| External Risk Factors  3 | **SAY**   * Some risk factors, like the ones on the screen, are external. * Often these are factors people have control over, but they either ignore them, forget to address them, or aren’t aware of how we can change them. * Ask participants they can think of any others. Examples of answers may include: not wearing eyeglasses when they are needed, dim lighting or glare, improper use of assistive devices. |
| External Risk Factors  4  \*Refer to the Home Safety Checklist if you are using the Take Home Kit. | **SAY**   * Emphasize the idea that there are things we can do to lessen our chance of falling due to external factors. For example:   + Know limitations and ask for help   + Keep sturdy step stools nearby   + Clear clutter   + Wear stable footwear   + Wear eyeglasses   + Organize so things are within easy reach   + Tape rugs down   + Use nightlights   + Install railings and grab bars * Ask participants if they can think of other ways or tools that can create safer spaces.   **DO:**   * Depending on the time available, take participates through the Home Safety Check List. This can be done as a large group or individually. If participants are comfortable, have them share answers and ideas for creating a safer home environment. |
| Internal Risk Factors  5 | **SAY**   * Discuss how other risk factors for falling are considered internal and have to do with our physiology. Examples include:   + Decreased positional awareness due to decreased peripheral nervous system sensations   + Low blood pressure when a person stands / orthostatic hypotension   + Decreased cognition   + Decreased reaction time   + Decreased muscular strength   + Inner ear / vestibular system issues   + Vision issues   + Decreased balance and mobility * Some of these factors cannot be addressed through exercise. Examples include: vision issues, hypotension, vestibular disturbances, etc. * Other can be addressed through exercise. Exercise is a powerful tool and can help us maintain, or increase, reaction time, muscular strength, balance, and mobility.   **Note to facilitator:** Direct all medical concerns to a physician or health care professional. |
| Improve Balance With Exericse  6 | **SAY**   * Discuss how working on the factors below increases our chances of maintaining balance.   + Static and dynamic balance   + Posture   + Agility   + Muscular strength, power, and endurance   + Flexibility * Review how SilverSneakers classes, and other types of exercise, help us work on balance by having participants:   + Practice moving in different positions, directions, and at different speeds.   + Improve core strength.   + Increase muscular strength, power, and endurance through resistance training.   + Move freely by increasing or maintaining flexibility. |
| Closing Before Exercise Class  Refer to choreography document | **SAY**   * Ask if anyone have any final thoughts before they try a Stability class.   **DO**  Balance Builder Stability class to follow (follow choreography document)  Class is approximately 30 minutes |
| Let’s Try Some Exercises Together  7  \*Refer to perceived exertion chart found on slide 7 | Perform 30-minute class |
| Great Job!  8 | **SAY**   * Encourage participants to reflect on the exercise experience by asking the questions such as:   + How did the exercises feel?   + Were you surprised by anything?   + Did you notice a difference between the right and left sides of your body?   + What exercise did you enjoy the most? |
| Did You Know?  9 | **SAY**   * Explain that SilverSneakers instructors, and the staff at our locations, are certified and trained to work specifically with older adults. * Our goal is to empower members with the support, knowledge, and skills they need to exercise safely and confidently. |
| SilverSneakers Benefits  10 | **SAY**   * Explain the benefits of SilverSneakers and that SilverSneakers provides the following:   access to fitness equipment  Trained instructors  Access 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. |
| Signature SilverSneakers Classes  11 | **SAY**   * Review the signature classes and their benefits: * Classic * Circuit * Yoga * Splash * Stability |
| SilverSneakers FLEX Classes  12 | **SAY**   * Review local FLEX offerings and their benefits. * Classes differ by location, but may include:   + Tai chi   + Pole Walking   + Latin dance   + Many more * Include information specific to your community (if you are aware of FLEX offerings). |
| SilverSneakers BOOM Classes  13 | **SAY**   * Review BOOM classes and their benefits:   + Mind   + Muscle   + Move * Participants can learn more information about locations and classes online. |
| Balance Improvement is in Your Power  14 | **SAY**   * Remind participants of three key takeaways:   + We all have the ability to get stronger, more agile, flexible, and reduce our risk of falling.   + We all have the ability to change environmental factors, add exercise, and reduce risky behaviors.   + SilverSneakers is a great place to start! * Leave time for Q&A |
| References  15 |  |

# Works Cited

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