Workshops 101

Congratulations! You've completed a Take Charge Facilitator Training!

You might be asking yourself, "Well self, now what?"

Great Question. We've created this short and sweet document that will help answer some frequently asked questions and also get you moving on the right track!

Although this overview was designed to complement the Data Collection Checklist, please know that this is not a comprehensive description and you might still have some questions that are specific to your agency. For any questions, please contact your Program Coordinator.

Welcome to the team! We are so glad to have you onboard!

Updated June 2020

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Need a workshop to facilitate?

There are two main ways that you will get into a workshop:

1. Your Program Coordinator will contact you about a facilitation opportunity. In this situation, you will be able to accept or decline the opportunity to facilitate based on your availability. Please respond to your Program Coordinator as soon as possible so that they can reach out to other facilitators.

   - If you haven’t heard from your Program Coordinator lately, please contact him/her to make sure that they have your updated availability and contact information.

2. You know of a great community organization that is excited and willing to host a workshop!

   - Contact your Program Coordinator for more information on how to identify a good host site and how to schedule a workshop.

Been matched with a workshop?

Pre-workshop Info:

One week prior to Session 1 of workshop:

- Coordinate with co-facilitator to prepare for each weekly session.
- If you have been given a list of participants, divide the list between co-facilitators and contact all participants to remind them about the workshop.
  - It is possible that the host site will be making these calls. Ask your Program Coordinator if you're not sure about this.
- Work with your Program Coordinator or their designated support staff to schedule a time to collect the necessary workshop supplies (or identify a location to pick up supplies) for participants - *Living a Healthy Life* books, CDs, and pre-paid envelopes.
- Schedule a fidelity check-in with AgeOptions or your Program Coordinator for either Session 3 or Session 4.

A couple of days before Session 1:

- Contact the host site or your Program Coordinator, depending on who is collecting participant registration information.
- **Print** the following documents:
  - **One (1) of each of the following:**
    - ❖ Data Collection Checklist
    - ❖ Attendance Sheet
    - ❖ Facilitator Evaluation Description Script
  - **The number of workshop participants plus a few extra:**
    - ❖ Participant Evaluation Pre-Survey Form
    - ❖ Participant Evaluation Post-Survey Form
  - **The number of workshop participants doubled:**
    - ❖ Participant Welcome Letter & Evaluation Consent Form
    - ❖ Participants will fill one out and turn it in; they will keep one copy for themselves

The Health and Diabetes workshops have different forms. Always check the website for the most up-to-date forms.

- You will also need **three (3)** pre-paid envelopes, which should be provided by your Program Coordinator.

If you have questions about any of these documents, please contact your Program Coordinator, or refer to the **Data Collection Checklist document found on the Facilitator login section of ilpathwaystohealth.org.**

Password: TakeCharge2@

What happens at each workshop session?

At every session:

- Be prepared for each session by reviewing facilitator manual and materials.
- Arrive ½ hour early for each session to set up. For the first session, you may want to arrive 45 minutes early if you are not already familiar with the location.
- Fill out attendance log and document participant attendance for each session.
- Be sure to make charts legible, if you are not using pre-printed charts.
- Follow the curriculum and limit the program content to information and activities as described in the manual.
- Maintain the fidelity of the Take Charge workshops as described in the Self-Management Resource Center Fidelity Manual. Ask your Program Coordinator if you have questions about this.
- Maintain respect for all participants and the host site.

Immediately before Session 1

- Pass out the welcome letter and evaluation forms to participants as they arrive and **prior to the start of Session 1 material.**
- Explain the evaluation forms to participants following the Evaluation Description Script.
- Have participants complete and turn in the evaluation forms **before the beginning of Session 1 material**.
- **Reminder**: Some participants may choose not to fill out forms and others may skip sections. They are encouraged to fill out as much as they are comfortable with sharing, but it is not mandatory.

Session 1

- Check in with your Program Coordinator between Session 1 and Session 3 of the workshop to discuss your successes or troubleshoot any challenges.

Immediately after Session 1 ends, mail any completed evaluation forms and consent forms to:

AgeOptions – CONFIDENTIAL
Health Promotion Team
1048 Lake Street, Suite 300
Oak Park, IL 60301

Don't forget to include the host site and name of the organization in the envelope.

Between Session 1 and Session 2

- Split the participant list with your co-facilitator and call to check in on action plan progress or remind those who missed Session 1 about class times.

Immediately before Session 2

- Repeat **all** steps regarding evaluation(s) from **Immediately before Session 1 (as well as mailing the forms)** with any new participants.
- **No one can join the workshop after Session 2, in order to maintain fidelity.**

Session 3 or 4

- Allow for an extra 30 minutes after the workshop to discuss your fidelity check-in for either Session 3 or Session 4.
- Check in with your Program Coordinator if you did not do so after Session 1 or Session 2.

Session 5

- Contact your Program Coordinator to discuss any participants who might be good facilitators.
- Decide if you will want to take pictures or collect testimonials from participants in Session 6.

Session 6

- Collect payments for books and CDs purchased. Indicate on attendance sheet who paid/returned books and CDs.
- Collect all books and CDs that are being returned.
- At the end of Session 6, have participants complete and turn in the **Participant Evaluation Post Survey** form.
- If you have chosen to take pictures of the “graduating” class or collect testimonials, distribute the Media Release Form (found on the Facilitator login section of ilpathwaystohealth.org).
- Share your Program Coordinator contact information with participants whom you have identified as potential facilitators and who are interested in learning more about the opportunity.

Workshop is finished!

Immediately after completion of workshop

- **Immediately after Session 6 completes,** mail any completed participant forms, a copy of your Wufoo workshop scheduling form, and the Attendance sheet to:

  AgeOptions – CONFIDENTIAL
  Health Promotion Team
  1048 Lake Street, Suite 300
  Oak Park, IL 60301

- Return all materials to your Program Coordinator (charts, books, CDs, and money).
- Indicate on workshop attendance sheet participants whom you have identified as potential facilitators and include phone number for follow-up.
- Discuss what went well and what could go better with your Program Coordinator.

CONGRATUALTIONS on completing your workshop!

Thank you for your commitment to improving the health of your community. If you have any additional questions about delivering the workshop, please make sure to contact your local coordinator. If you aren't sure who that is, you can contact AgeOptions so we may direct you to him/her.