

Living Well in the Panhandle Leader Workshop Fidelity Checklist



Living Well in the Panhandle Leader Checklist

Pre-Workshop:

- ☐ Register your workshop once it is scheduled by notifying the Living Well Coordinator via email and/or phone.
- ☐ Ensure you have all materials ordered at least 2 weeks in advance by notifying the Living Well Coordinator via email and/or phone.
- ☐ Send a confirmation letter, e-mail or make a phone call reminder to participants to attend your workshop using the information you collected on the registration form and/or those who have registered via the COMPASS system.
- ☐ Make sure to get COMPASS registration list from Living Well Coordinator.
- ☐ If registering participants before the workshop begins, include in your confirmation a copy of the Participant Information Sheet so it can be completed before the workshop begins.
- ☐ Reminder: A minimum of 10 people, maximum of 18 people, should be registered for the workshop. If more than 18 people are registered, split the workshop into two groups or offer a rolling registration for a future workshop. If less than 10 people registered one week prior to the workshop, you must reschedule. *If you have questions, contact the Living Well coordinator.*

Materials Checklist:

- ☐ Cling charts made
- ☐ Extra flip chart & markers
- ☐ Card stock to make name cards
- ☐ *Living a Healthy Life* Books (1 for each participant)
- ☐ Workshop handouts printed
- ☐ Attendance Form
- ☐ Welcome Letter
- ☐ Participant Information Forms (Pages 1-3 & 4-6)
- ☐ Pre-Surveys
- ☐ Relaxation CDs (one given to those who attend 4 sessions at session 4,5, or 6)
- ☐ Food Labels (used at session 5)

Session 1:

- ☐ Distribute *Living a Healthy Life* books to participants
- ☐ Provide each participant a copy of the Welcome letter
- ☐ Have participants complete the information forms and pre-surveys (Check to ensure all questions are answered)
- ☐ Complete the attendance log
- ☐ Collect Participant phone numbers for the mid-week check in

- ☐ Call participants before Session Two to check in on their action plans and see how the workshop is going

Session 2:

- ☐ Complete attendance log
- ☐ Check in with participants who missed

Session 3:

- ☐ Complete attendance log
- ☐ Check in with participants who missed

Session 4:

- ☐ Bring Extra Food Labels
- ☐ Complete attendance log
- ☐ Check in with participants who missed

Session 5:

- ☐ Complete attendance log
- ☐ Check in with participants who missed
- ☐ Provide participants that have completed four sessions a Relaxation for Mind and Body CD

Session 6:

- ☐ Complete attendance log
- ☐ Check in with participants who missed
- ☐ Provide participants that have completed four sessions a Relaxation for Mind and Body CD if they missed Session 4 & 5
- ☐ Have participants fill out the Post Surveys and Workshop Feedback Forms

After the Workshop:

- ☐ Send all forms to the Living Well Coordinator at: PO Box 1115 Bridgeport, NE 69336 or fax to 308-262-2217

Forms Needed: Workshop Information Sheet, Attendance Log, Registration Form, Participant Information Surveys and Workshop Feedback Forms

- ☐ Complete attendance tracking in the Compass database