

Tips To Teach the “Healthy Heart, Healthy Family” Manual

Before Each Session

- Review the manual carefully several times.
- Review information about your audience (for example, their levels of education, years as community health workers, areas of expertise, or how open they are to new health information).
- Practice teaching in front of family or friends using all your materials.
- Gather materials and equipment you will need (posters, music, videotapes, handouts, extension cords, television monitor, VCR/VHS, picture cards, markers, measuring tape, masking tape, and food items). If the room has a blackboard, make sure there is plenty of chalk and an eraser. If no blackboard is available, you will need flipchart-size pieces of paper and additional markers.

The Day of the Session

- Arrive at least 30 minutes before the start of the session.
- Set up chairs and tables in a U-shape so you can get the group more involved.
- Find the electrical outlets and light switches.
- Set up audiovisual equipment.
- Set videotapes to the place on the tape where you need to start them.
- Place posters where the audience can see them. Make sure not to damage the walls.
- Put the handouts in the order you will give them out. Make sure you have enough copies for everyone.
- Set up any activities or snacks that you have planned.

After the Session

- Leave the room clean and arranged the way you found it.
- Collect all forms.
- Thank everyone for coming.