

Tips To Teach the “Your Heart, Your Life” Manual

Before Each Session

- Review the manual carefully several times.
- Review information about your audience (for example, their levels of education, years as a community health worker, 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 or DVD, 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 also 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 involved.
- Find electrical outlets and light switches.
- Set up audiovisual equipment.
- Advance videotapes to the place on the tape where you need to start.
- Place posters where the audience can see them. Make sure not to damage the walls.
- Put the handouts in the order that 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.