

FIGURING OUT YOUR HUMAN RESOURCES

Use this form to figure out what you and your team already have the skills and time to do. Also use it to figure out where you may need some extra training or help.

Step 1: Take a look at the tasks below that are commonly done when running a heart health program. Think about which of these tasks you and your team can do, considering everyone's skills, the time and effort they will require, and the availability of everyone to do them.

Step 2: Complete the table below.

	We already have someone who can:	We need to be trained to do this:	We need to add a team member who can do this:
MANAGE			
Assess the community's needs			
Decide who to reach			
Decide on program strategies			
Plan the program and evaluation			
Get support from leaders in your organization			
Research funding opportunities and other program support			
Find and work with partners			
Oversee the program budget			
Report results to leaders and stakeholders			
Supervise staff and volunteers			
COORDINATE			
Oversee outreach, recruiting, teaching, and evaluation			
Solve problems and crosstrain staff and volunteers			
Write program reports			
PREPARE AND TRAIN			
Organize materials and space for teaching			
Practice teaching using the materials			
Practice running the activities			
Prepare a list of community resources for heart health-related services			
Train CHWs on the program			
Evaluate the program			
DO COMMUNITY OUTREACH			
Secure and sustain partnerships in the community			
Recruit and keep people coming			
Do follow-up before the program starts			
Help people overcome barriers so they can join			
Promote the program (and heart health in general)			
Teach CHWs and community members the program			
Help evaluate the program			

