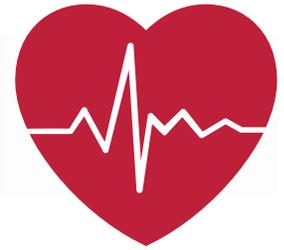


Appendix Part 1



Preparing To Make a Presentation

At the end of Session 1

NOTE



You'll cover the Preparing To Make a Presentation material after you finish Session 1 (*Knowledge Is Power: Know Your Risk for Heart Disease*).

SAY

Community health workers shouldn't give medical advice. Instead, give information and support to encourage people to live healthier lives and to get health care.

NOTE



Give each participant the "Tips To Teach the With Every Heartbeat Is Life Course" handout (page A.7) and the "12 Ground Rules for Teaching Groups" handout (page A.8).

SAY

You'll have the opportunity to practice teaching the material in the manual during a later session. Now we're going to discuss how to present the With Every Heartbeat Is Life course effectively.

Please read the handouts, and when you're done we'll talk about their suggestions. I recommend using these handouts when you teach.

SAY

What do you think of the tips and the 12 rules? Does anyone have any questions?

NOTE



Give participants a few minutes to respond.

Teaching Practice

Community health workers can gain confidence as presenters by practicing. Here are two ways for your group to get practice. Choose the method you think works best for your group:

1. Present a session. They will teach a complete session from the *With Every Heartbeat Is Life* manual.
2. Present a topic. They will make short presentations on topics from several sessions.

Present a Session

At the end of Session 7

If you decide to have the group practice by presenting a session:

At the end of Session 7 (*Protect Your Heart From Diabetes*), divide the participants into two groups. Ask one group to present Session 9 (*Eat Heart Healthy—Even When Time or Money Is Tight*) and the other to present Session 10 (*Take Control of Your Health—Enjoy Living Tobacco Free*).

DO **Allow** the groups 30 minutes to practice at the end of Session 7 (*Protect Your Heart From Diabetes*) and Session 8 (*Make Traditional African American Dishes Heart Healthy*). **Give** each group the handouts and other supplies they'll need to teach their session. The group that isn't teaching will offer suggestions on what the other group did well and what needs improvement.

SAY Now each of you will have the chance to be the teacher. Let's divide into two groups. One group will practice teaching Session 9. The other group will practice teaching Session 10.

SAY Each group now has 30 minutes to review the assigned session and decide how to present the activities. You can use this time to divide sections of the session among group members.

SAY You'll also have 30 minutes at the end of Session 8, which is next week, to continue practicing. Then each group will teach its session in one of the following 2 weeks. You'll have 1 hour to teach each session.

Presenting a Topic

Instead of teaching an entire session, participants individually or with another person can give a 5- to 10-minute presentation on a topic from a session. If you choose this option, at the end of Session 7 you'll ask participants to choose the topic they'll present.

At the end of Session 7

SAY At the end of Sessions 8, 9, and 10, each of you will make a short presentation on your own or with a partner. Each presentation will cover a topic from the manual and will last 5 to 10 minutes.

DO **Give** participants the “With Every Heartbeat Is Life: Topics for Practice” handout (page A.9).



HANDOUT

SAY Here's a list of topics you can choose from. I'll give you a few minutes to select your topic and choose partners if you decide to work in pairs. Then we'll make a list of the topics and presenters. We're all here to learn and practice in a friendly environment, so don't be nervous.

NOTE



Allow a few minutes for participants to select their topics and partners.

SAY If you're ready, please tell me what topic you'll present.

DO **Write** each participant's name (and their partner's name, if applicable) beside the topic.

NOTE



If too many people choose the same topics, ask them to choose others.

SAY When you present your topics, remember to use the handouts I gave you.

NOTE

Decide which group members will present their topics at the end of Sessions 8, 9, and 10.

DO **Allow** 30 minutes for them to review their topics, ask questions, or practice their presentations.

At the end of Sessions 8, 9, and 10

NOTE

Participants should present their topics after you're done teaching the session.

SAY Now it's time to present your topics. Each person or team will present for about 5 minutes. This exercise will give you a chance to practice your teaching skills and get feedback. Each time you present, you'll become more comfortable and learn new ways to get people involved. So relax and have fun.

DO **Ask** for a volunteer to present first. After the presentation, allow 3 to 5 minutes for questions or comments.

Thank them, **give** positive comments, **correct** any wrong information, and **end** with a compliment. Then **ask** another participant or team to present. **Follow** these instructions for each presentation, until everyone has presented their topics.

SAY Your presentations show how much you've learned about heart health. I hope you'll use every opportunity to spread the word—African Americans can make changes now to reduce their risk for heart disease. Community health workers like you can help everyone live healthier lifestyles.

You May Want To Practice More

SAY Here are some ideas to build your confidence and give you more practice:

- Observe an experienced trainer or community health worker while they teach.
- Practice presenting a full session to other community health workers. I can provide contact information for other health workers.
- Team-teach a session or the entire course to a community group with the help of a more experienced trainer.



Tips To Teach the With Every Heartbeat Is Life Course

Before Each Session

- Review the manual carefully several times.
- Review information about your audience (for example, their levels of education, 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 listed at the beginning of each session that you'll need, such as posters, handouts, extension cords, laptop computer, picture cards, markers, measuring tape, masking tape, and food items. If the room has a blackboard, make sure there's plenty of chalk and an eraser. If no blackboard is available, you'll need flipchart-size pieces of paper and additional markers or a dry erase board.

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 electrical outlets and light switches.
- Set up audiovisual equipment, if needed
- Place posters where the participants can see them. Don't damage the walls.
- Put the handouts in the order you'll give them out. Make sure you have enough copies for everyone.
- Set up any activities you have planned or snacks.

After the Session

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



12 Ground Rules for Teaching Groups

1. Make eye contact with each participant.
2. Speak loudly so everyone can hear. Talk with a clear, strong, and kind voice.
3. Show your enthusiasm. Move around, use hand gestures.
4. Keep track of time. Wear a watch or have a clock in the room. Plan your presentation so you don't have to rush. Don't let the class run too long.
5. Stay calm and use humor. Focus on the positive.
6. Show interest in participants.
 - Greet them when they come in.
 - Tell them you value their time and attendance.
 - Listen to what they say.
 - Help them to set goals.
 - Thank them for coming.
7. Try to have everyone participate. People tend to learn more when they're involved. Try not to lecture.
8. Ask questions. Praise correct answers. Politely correct incorrect ones.
9. Answer participants' questions with clear, short answers. Be honest—say you'll find the answer if you don't know it.
10. Talk simply and to the point.
11. Pay attention to content. Your information must be accurate.
12. End with a review of the most important points.



With Every Heartbeat Is Life: Topics for Practice

- How the Heart Works (Session 1)
- Risk Factor Activity (Session 1)
- What Are the Warning Signs of a Heart Attack? (Session 2)
- Benefits of Physical Activity (Session 3)
- Types of Physical Activity (Session 3)
- Understanding Blood Pressure and Stroke (Session 4)
- Lowering High Blood Pressure (Session 4)
- Shake the Salt and Sodium Habit (Session 4)
- Facts About Cholesterol (Session 5)
- Metabolic Syndrome and Your Health (Session 5)
- Food Label Activity: Fats (Session 5)
- Cooking With Less Saturated Fat (Session 5)
- What Is a Healthy Weight? Activity (Session 6)
- The Healthy Way To Lose Weight (Session 6)
- ABCs of Diabetes Control (Session 7)
- Think Before You Drink: Sweeteners in Drinks Activity (Session 7)
- African American and Soul Food Dishes (Session 8)
- Eating in a Heart Healthy Way When You're Short on Time (Session 9)
- Tips for Eating Out the Heart Healthy Way (Session 9)
- Saving Money on Your Food Bill (Session 9)
- Smoking Harms All of You (Session 10)
- Quitting Smoking (Session 10)

Join the Fight Against Heart Disease in the African American Community



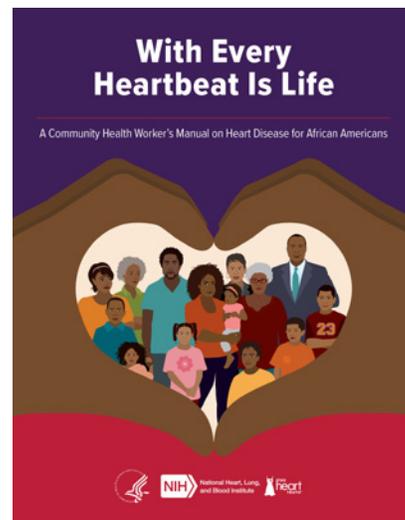
Participate in a *With Every Heartbeat Is Life* Training Workshop for Community Health Workers

Learn About Heart Health

The *With Every Heartbeat Is Life* training workshop will give you the knowledge, skills, and motivation to take action against heart disease.

Teach Others About Heart Health

The workshop trains you to use the *With Every Heartbeat Is Life* manual to teach members of your community about heart health.



Sign up today!

The next training will be held:

Date: _____ **Time:** _____

Location: _____

To register, contact: _____



Upon completion of training, each participant will receive a certificate.