



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.