

My Everyday Nutrition Facilitation Guide

This guide will help you through the process of preparing for and facilitating the workshop, followed by how to evaluate the success of the workshop. Prior to the workshop, it is essential that you prepare yourself well in advance so that you feel as comfortable as possible with what needs to be done before, during and after to help mitigate any potential surprises.

There are a number of resources associated with this workshop. They are as follows:

- My Everyday Nutrition - Facilitation Guide
- My Everyday Nutrition - Presentation
- My Everyday Nutrition - Workshop Plan
- My Everyday Nutrition - Workshop Guide
- Workshop Sign-In Sheet
- Workshop Evaluation Form

1. PREPARE

You will want to make sure to read through and print:

- a. this document (**My Everyday Nutrition - Facilitation Guide**)
- b. the **My Everyday Nutrition - Workshop Plan**
- c. the **My Everyday Nutrition - Workshop Guide** - one per each participant, with a few extras

2. ORGANIZE

- a. Decide on a co-facilitator and discuss how you will work together
- b. Check to make sure that the PowerPoint (**My Everyday Nutrition - Presentation**) for this workshop will work on your computer
 - i. You will want to do this, ideally, the day before the workshop so that if an unexpected issue arises, you will have time to address it without ample time.
- c. You will also want to print off a copy of the **Workshop Sign-In Sheet**
- d. The **Workshop Evaluation Form** can be sent out as part of an email or printed out and distributed within the workshop for more immediate feedback.
- e. For each participant, they will require a pen or pencil to participate in the activities and complete their workshop guides.

Note: Due to the nature of the starter activity for this workshop (found in the **My Everyday Nutrition - Workshop Guide**), it might be beneficial to encourage participants to complete this portion of the workbook before attending the workshop. This will allow for more accurate information and allow for the workshop to proceed more efficiently.

3. ROOM SET-UP

For this workshop, the learning activities require small (between 2-4 member) group work.

- a. We recommend setting up the room to have four (4) chairs set-up around different tables, with enough tables and chairs to meet your estimated number of participants.
 - i. If setting up small groups is not possible, this workshop will work just as well with a theatre-style set-up (chairs in rows), but it might be difficult for participants to write during activities and complete their workshop guide comfortably.
- b. Once the tables and chairs have been set up, you will want to distribute the workshop guides (one at each chair) as well as the pens/pencils.
 - i. This will make it easier for participants to enter into the room and begin the workshop without interruptions.

4. THE WORKSHOP

At the beginning of the workshop, as the participants are arriving

- a. Greet participants at the door
- b. Encourage attendees to find their seats
- c. Encourage attendees to begin the *starter activity*
- d. Direct attendees to sign-in

FYI



This image will indicate that there is a question to be asked to the group to help transition between slides or to engage the group in an activity.

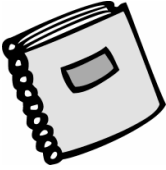


This image will indicate that there is an activity for the participants.

Slide 1 - Title Slide

- You will probably want this slide up before the start of the workshop so that as participants enter the room, they know they are in the right location
- Transition to Slide 2 when the workshop has officially begun

Slide 2 - Starter Activity



- encourage participants to begin the starter activity when they take their seats
 - circulate around the room so that you can help anyone who is having difficulty completing the activity - give the group 2 minutes to complete the activity
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- This is also the time when you will pass out the **Workshop Sign-In Sheet**

Note: Due to the nature of the starter activity for this workshop (found in the **My Everyday Nutrition - Workshop Guide**), it might be beneficial to encourage participants to complete this portion of the workbook before attending the workshop. This will allow for more accurate information and allow for the workshop to proceed more efficiently.

Slide 3 - Agenda

- Once the starter activity is complete, review the agenda for the workshop

Slides 4 and 5 - Learning Objectives

- review the learning objectives with the group
 - set the tone for the workshop by engaging the participants in volunteering to read the objectives aloud, ideally having a different volunteer read a single objective
 - These will identify specifically what the participants should expect to know by the end of the workshop
 - The **My Everyday Nutrition - Workshop Guide** has been designed to help the participants achieve this goal

Slide 6 - How to navigate the slides

- Reviewing the structure of the slides will help the participants quickly navigate the information presented
- This slide should help you relay the information from each slide more efficiently

Slide 7 - Workshop Guide

- Encourage the participants to complete the **My Everyday Nutrition - Workshop Guide** over the course of the workshop as it will allow them to consolidate their learning.

Slide 8 - Calcium and Your Diet

- Section title slide used to indicate the start of the next section of the presentation.



Why is calcium important for us?

- This question will help transition into the following slide
- Remember to wait for 5 seconds before selecting anyone to respond to the question
 - This will allow enough time for everyone to process the question being asked and retrieve the information they are looking for

Slide 9 - Why is Calcium Important?

- Review what is the major role that calcium plays and our recommended daily intake and briefly compare this slide to the responses you received from the previous question and highlight the aspects that were successfully identified
- The goal of these early slides in this section is to draw from the previous knowledge of the participants
 - We want to engage them to build upon what they already know so that they can make meaningful connections between old and new concepts while challenging any misconceptions they might have previously held

Slide 10 - How to Increase Your Calcium Intake

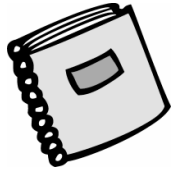


- Direct participants to break-up into groups of 3-4 members (their table groups)
- Encourage each group to brainstorm how they can increase their calcium intake and then record their group's ideas into their **My Everyday Nutrition - Workshop Guide**
- Start the timer on the slide - the groups will have 2 minutes to brainstorm and share their ideas.

Slide 11 - How to Increase Your Calcium Intake

- After the 2 minutes has expired, have the groups compare their ideas to the suggestions listed on slide 11
 - Encourage the participants to supplement their lists in their **My Everyday Nutrition - Workshop Guide**

Slide 12 - Calcium Intake Calculator



- Direct each participant should review their starter activity and determine what their intake of calcium was for the previous day using the resources provided in their **My Everyday Nutrition - Workshop Guide**
- After calculating their intake of calcium for the day, have participants compare this value to their recommended daily intake of calcium
- Give everyone a couple of minutes to work through this comparison
- Encourage the participants to ask those beside them for help if they feel they need some assistance



- Once the group has finished comparing their daily intake with the recommended daily intake, ask the group the following questions and have the participants to respond by raising their hands:

How many participants met the daily intake value?

How many were below or above the recommended value?

Slide 13 - Calcium Intake Calculator



- Following these questions, have participants review what they ate on the previous day and then assess what changes they could make to their diet to ensure that they are meeting the daily calcium intake recommendation
- Encourage those participants who have consumed enough calcium to examine if there are other areas of their diet in which they could make improvements

Slide 14 - Calcium from Food Sources

- Briefly highlight the need to take in as much calcium from food sources as possible, before considering supplements.

Slide 15 - Calcium from Food Sources



How do you know if you need a calcium supplement?

- This question will help transition into the following slide
- Remember to wait for 5 seconds before selecting anyone to respond to the question
 - This will allow enough time for everyone to process the question being asked and retrieve the information they are looking for

Slides 16-17 - Calcium Supplements

- Briefly review when a calcium supplement is needed by asking volunteers to read the bullet points aloud
- Encourage participants to record the keywords in the appropriate fill-in-the-blanks section in their **My Everyday Nutrition - Workshop Guide**. Be sure to highlight that excess calcium from supplements has been linked to an increased risk of heart attacks and strokes in menopausal women. They should speak with their healthcare provider if they feel they might need a calcium supplement.

Slide 18 - Why Should I Care about Vitamin D?

- Section title slide used to indicate the start of the next section of the presentation.



Why is vitamin D important?

- This question will help transition into the following slide
- Remember to wait for 5 seconds before selecting anyone to respond to the question
 - This will allow enough time for everyone to process the question being asked and retrieve the information they are looking for

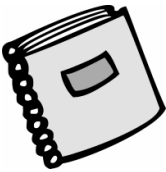
Slide 19 - Why is Vitamin D so important?

- Review how the body uses vitamin D and briefly compare this slide to the responses you received from the previous question and highlight the aspects that were successfully identified
 - Encourage participants to complete the appropriate fill-in-the-blank section of their **My Everyday Nutrition - Workshop Guide** with the correct keywords

Slide 20 - Recommended Daily Vitamin D Intake

- Review the recommended daily intake of vitamin D by either choosing to briefly summarize the slide yourself or have volunteers read the bullet points to the rest of the group.
 - The recommendation is to always be as participant-centric as possible and engage the participants in as much of the learning process as possible.
- Encourage participants to complete the appropriate fill-in-the-blank section of their **My Everyday Nutrition - Workshop Guide** with the correct values

Slide 21 - Recommended Daily Vitamin D Intake



- Each participant should review their starter activity and make note of their intake of vitamin D on the previous day and compare this value to the recommended daily intake for vitamin D.
- Once they have compared these values, participants should answer the follow-up questions in their **My Everyday Nutrition - Workshop Guide**.
- Give the groups 1-2 minutes to complete this activity

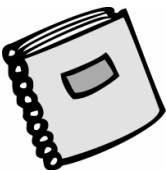
Slide 22 - Vitamin D Sources

- After the 1-2 minutes has expired, briefly review the food sources of vitamin D and have participants compare their responses to this list
- Encourage participants to make note of these food sources in their **My Everyday Nutrition - Workshop Guide**.

Slide 23 - Lifestyle Factors

- Section title slide used to indicate the start of the next section of the presentation
 - Briefly highlight that this section will review some other dietary and lifestyle factors that can affect your bone health

Slide 24 - Lifestyle Factors that affect Your Bones



- Direct each participant to partner with someone next to them and brainstorm a list of 4 dietary and/or lifestyle factors that can have an adverse effect on their bone health
 - Each participant should write down their group's list in their **My Everyday Nutrition - Workshop Guide**
- After these instructions have been given, start the 1-minute timer on the slide

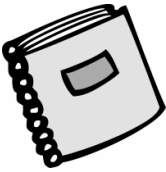
Slides 25 and 26 - Lifestyle Factors Harmful to Your Bones

- After the 1-minute timer has expired, refocus the participants to the presentation and review the key concepts listed on slides 25 and 26 and compare these with the lists recorded in their **My Everyday Nutrition - Workshop Guide**

Slide 27 - Ensuring a Balanced Diet

- Briefly discuss the role that protein plays in bone health and have the participants record protein's role in their **My Everyday Nutrition - Workshop Guide**
- Remind the participants that they need to eat a variety of healthy foods each day, including vegetables and fruits in order to ensure that you are intaking all the vitamins and minerals they need for a healthy life

Slide 28 - Cool-down Activity



- Direct participants to review the Cool-down Activity in their **My Everyday Nutrition - Workshop Guide** for creating an action plan for their bone health
 - Participants should use the instructions provided in their workshop guides to complete the activity
 - Encourage participants to ask those in their groups to help them if they get stuck on a section
- As the facilitator, you should walk around the room to make yourself available to anyone who might need assistance.
- The Cool-down Activity is an important part of the learning process as it helps the participants make meaningful connections between previous knowledge and new knowledge, but it also encourages reflection and opportunities for development and improvement

5. AFTER THE WORKSHOP

Following the workshop, it is important to gather as much feedback as possible so that you can determine how successful the workshop was at meeting the learning objectives and your own goals.

- a. Encourage participants complete the **Workshop Evaluation Form** or your own evaluation form and have them submit the form before they leave the workshop or via email following the workshop
 - i. Collect these responses and use them to help improve future workshops
- b. Engage in a self-reflection activity following the workshop as a method of evaluating its success

Self-Reflection Activity

One effective tool is to assess the workshop in terms of two statements:

1. “What went well?”
 - Identify ALL of the positives aspects of the workshop and even aspects that surprised you
 - which activities went according to plan, which questions elicited a positive response from the participants or even what are some issues/concerns that you handled well
2. “Even better if...”
 - Identify which areas or aspects of the workshop could use some development or improvement and how would you change them the next time you ran this workshop

What went well?

Even better if...