



MINNESOTA RIVER
Area Agency on Aging®

Living Well with Diabetes (DSMP) Leader Planning and Implementation Checklist

*This worksheet is a guide to help schedule, organize,
and implement your workshops.*

3 Months in Advance

	Leader name, address, phone and email
1.	
2.	

Following are tasks to be completed three months in advance of the workshop. *It is recommended that leaders hold their first workshop within 3 months of training.* Review the tasks and identify which leader, or both, will be responsible for each.

	Leader #1	Leader #2
Workshop dates		
Workshop times		
Reserve workshop site		
a) Site address (including room #)		
b) Site contact		
c) Is the site accessible by public transportation?		
d) Is there public parking near the site?		
e) Is the site (including the building, room and restrooms) accessible to people with mobility challenges?		
f) Is there storage space available at the site between sessions?		
Workshop Notification Form- submit to MNRAAA at least three months prior to the date of the first workshop (see Leader Tools 2.)		

2 Months in Advance

Conduct outreach and marketing for the workshop (on-going over the two months). This is the most critical set of tasks, listed in order of effectiveness.

	Leader #1	Leader #2
Personal invitations (see Leader Tools 5.)		
Presentations to health care partners (see Leader Tools 7.) Who will conduct them? Where will they be conducted?		
Brochures and flyers (see Leader Tools 4a. & 4b.)		

Who will enter local information? Who will print them? How will they be distributed? Where will they be distributed?		
Community Calendar (see Leader Tools 6.)		
Newspaper article (see Leader Tools 6.)		
Newsletter article (see Leader Tools 6.)		
Radio announcement (see Leader Tools 6.)		
Newsletter article (see Leader Tools 6.)		
Other Media (see Leader Tools 6.)		

2 Weeks in Advance

Charts – review, update, and create as necessary
Meet with co-leader - review material, coordinate, and assign who will teach each activity.
<p>Materials needed for workshop</p> <ul style="list-style-type: none"> <input type="checkbox"/> Living a Healthy Life with Chronic Conditions workbook – 1 for each participant <input type="checkbox"/> Participant Completer Certificate (see Leader Tools 3d.) – 1 for each participant <input type="checkbox"/> Copy of Workshop Overview and Homework by Session handout – 1 for each participant <input type="checkbox"/> Leader Manual <input type="checkbox"/> Forms (see list below) <input type="checkbox"/> Relaxation for Mind and Body CD and CD player <input type="checkbox"/> 2 Easels <input type="checkbox"/> Completed flip charts <input type="checkbox"/> Blank flip chart <input type="checkbox"/> Markers <input type="checkbox"/> White board & markers (optional) <input type="checkbox"/> Box of tissues <input type="checkbox"/> Water and Snacks (optional)
<p>When workshop is completed return forms to MNRAAA (within 1 week).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Notification Form <input type="checkbox"/> Attendance Sheet <input type="checkbox"/> Participant Information Survey <input type="checkbox"/> Stratis Pre-workshop Survey <input type="checkbox"/> Stratis Post work-shop Survey <input type="checkbox"/> Workshop Evaluation <input type="checkbox"/> Copies of Share Your Story: Participant Testimonial (if applicable) <div style="border: 1px solid black; padding: 10px; margin-top: 20px; text-align: center;"> <p>Kelly Wolle Minnesota River Area Agency on Aging®, Inc. 201 N. Broad St., Suite 102 Mankato, MN 56001 Fax: 507.387.6223</p> </div>

For Questions or Concerns contact Diabetes Self- Management Master trainers:
Diana Madsen- phone: 507-387-0841, email: dmadsen@mnraaa.org
Lynn Buckley- phone: 507-995-0454, email: lbuckley@mnraaa.org