



A Matter of Balance (MOB) Leader Planning and Implementation Checklist

*Thank you for your commitment to A Matter of Balance program.
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 location (including room and room arrangements)		
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. The list below is organized 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. – 4c.) Who will enter local information? Who will print them? How will they be distributed? Where will they be distributed?		
Radio announcement (see Leader Tools 6.)		
Newsletter article (see Leader Tools 6.)		
Newspaper article (see Leader Tools 6.)		
Community Calendar (see Leader Tools 6.)		
Other Media (see Leader Tools 6.)		

2 Weeks in Advance

Review Materials needed
Meet with co-leader - review material, coordinate, and decide how to share the teaching.
<p>Materials needed for workshop</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your Coach Handbook <input type="checkbox"/> Name tags <input type="checkbox"/> Markers and tape <input type="checkbox"/> Flip chart and stand <input type="checkbox"/> TV/DVD <input type="checkbox"/> Attendance sheet <input type="checkbox"/> Pencils <input type="checkbox"/> Participant workbooks <input type="checkbox"/> Videos: <i>Fear of Falling: A Matter of Balance & Exercise: It's Never too Late</i> <input type="checkbox"/> Snacks, water, cups, napkins, plates <input type="checkbox"/> Forms (see Leader Tools 3a. – 3e.) <input type="checkbox"/> Handouts – refer to your coach handbook
<p>When workshop is completed return forms to MNRAAA (within 1 week).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the following of Juniper website no later than 30 days after class completion. <ul style="list-style-type: none"> ▪ Attendance Log ▪ Participant Information Form ▪ Participant Post Program Survey <input type="checkbox"/> Mail copies of Share Your Story: Participant Testimonial (if applicable) to MNRAAA at the address below. <p style="text-align: center;"> Kelly Wolle Minnesota River Area Agency on Aging® , Inc. 201 N. Broad St., Suite 102 Mankato, MN 56001 Fax: 507.387.6223 </p>