



Tai Chi Quan–Moving for Better Balance (TJQ)

Leader Planning and Implementation Checklist

Thank you for your commitment to this falls prevention 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.	
	Alternate Leader, Address, Phone and Email (optional)
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.*

	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: 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.

	Personal invitations (see Leader Tools 5.)
	Presentations to health care partners (see Leader Tools 7 and 8.) Who will conduct them? Where will they be conducted?

	Brochures and flyers (available on TJQ Website for trained leaders only) 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
	<p>Materials needed for workshop</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chairs for participants' support <input type="checkbox"/> Leader Manual <input type="checkbox"/> Participant Activity Readiness Questionnaire (Leader Tools 3a.) <input type="checkbox"/> Release From Liability Agreement (Leader Tools 3b.) <input type="checkbox"/> Participant Attendance Form (Leader Tools 3c.) <input type="checkbox"/> Fall Prevention Participant Information Form (Leader Tools 3d.) <input type="checkbox"/> Fall Prevention Participant Post Program Survey (Leader Tools 3e.) <input type="checkbox"/> Accident/Incident Report Form (on TJQ website) <input type="checkbox"/> Copies of Share Your Story (Leader Tools 11.) <input type="checkbox"/> Participant Completer Certificate (Leader Tools 3f.)
	<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 Log <input type="checkbox"/> Participant Information Form <input type="checkbox"/> Participant Post Program Survey <input type="checkbox"/> Copies of Share Your Story: Participant Testimonial (if applicable) <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <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 your regional TJQ representative:
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