

Team Leader Tool Kit

We at the I Can! Challenge would like to thank you for your interest in leading your own group. This group could be for your workplace, a neighborhood support group, a group of friends, or anything you'd like! To help guide your group through the 12-week program, we've developed this Team Leader Tool Kit. It includes tips for leading a group as well as agendas and suggestions for each of the 12 weeks.

Meeting Agendas & Suggestions

Included here, you will find suggested agendas and activities for each weekly meeting. Use this as a guide to help your group reflect on what they learn each week, to apply it, and to prepare for the following week. Please feel free to adjust the weekly meetings as you see fit, adding in, and taking out different items in the agendas. For example, you may decide to use more time for an activity and less time for discussion. You may also want to include different activities than the ones suggested. Please get as creative as you wish to help your team learn and apply the 12 weekly Challenges.

The greatest benefit of taking the Challenge as a team is the support provided by teammates. Therefore, a large part of your agenda should permit members to encourage each other, share concerns, and offer tips and techniques they have found helpful. However, no member should try to push their personal opinions on the other members. As the group leader, you should be ready to point out that different things work for different people.

Message Boards

We also invite you to share your great ideas with other Team Leaders by posting your ideas on our online discussion forum for Team Leaders. Check it out by visiting www.ICanChallenge.com. You can also share ideas and stories through our [I Can! Challenge Facebook page!](#)

Tips for Leading a Group

We've also provided helpful tips for leading your group. Read this information to know how to motivate members of your team, address those who become discouraged and get the discussions going at your meetings.

Be Sure to Have Team Members Register

While your team is going through the Challenge together, each person should register at www.icanchallenge.com. Each person can download his or her own I Can! Challenge Guide and Workbook, and have access to tools for tracking his or her progress.

If you are a workplace team and want to recruit employees to join your team, please email info@icanchallenge.com to request posters to display, or download it from the "What Your Business Can Do" section of the Web site.

Tips for Getting People to Open Up

Please use the suggestions in this Team Leader Tool Kit to help motivate members of the group to share more than just 1-2 word answers.

1. To help them share a story or express their thoughts/feelings, try the following:
 - A. Ask open-ended questions, such as:
 - “So tell me more about...”
 - “What are some reasons for...”
 - “How would you like to...”
 - B. **AVOID** “Why” questions. They tend to make people feel defensive and are not as effective.
2. Another option is to try asking screening questions. These are questions that dig a little deeper in getting to know a person’s situation or condition without being too direct.
 - A. Questions regarding risks (i.e. “We all do things that aren’t good for us from time to time. What are some things that you are doing which you feel are negatively affecting your condition?”)
 - B. Questions about self-management (i.e. “Sometimes people forget to take medicine or keep appointments with their doctors. Some have a hard time following through with diet and exercise. What difficulties have you had with managing or treating your condition?”)
 - C. Questions about health (i.e. “What are you doing that is helping or hurting your health?”)
3. Use non-verbal communication

- A. Try to understand the person speaking on a deeper level – consider their emotions, thoughts, and values.
- B. Make sure your body language shows you are interested in what the person is saying. For example, give attentive eye contact, have an open posture, don't cross your arms, lean forward, etc.
- C. Send signals that you understand what they are saying like nods and affirmative comments.

Tips for Overcoming Group Obstacles

Please use this tool kit to help you learn how to handle different personalities and approaches people in your group may have.

People generally have two components that make up their approach to change. These two components are their drive and their confidence level.

Obstacle

The person lacks both drive and confidence, making them unaware or negative about changing.

What to do? – Decrease negativity or increase awareness

Enhance drive –

1. Help them identify their priorities
 - a. How important is your health and your future to you?
 - b. Would you agree that your health should be a priority for you?

2. Help them explore their drive
 - a. What's the down side of taking action?
 - b. What are some good things about staying the same?
 - c. What are good things about changing?
 - d. What's the down side of staying the same?
 - e. What would you have to give up in order to make this Challenge a priority in your life?

Enhance confidence –

1. Help them identify a time in the past when they were successful at making changes

2. Help them come up with small and reachable steps

3. Help them identify barriers ahead of time
 - a. What will or might get in the way?
 - b. Anything else? (ask a second time)

- c. What would help you overcome that? What, if anything, has helped in the past?
4. Let them know that slip ups and relapses are okay and encourage them to keep moving

Obstacle

The person has a high level of drive but low confidence making them frustrated.

What to do? – Decrease frustration

Enhance confidence –

1. Help them identify a time in the past when they were successful at making changes
2. Help them come up with small and reachable steps
3. Help them identify barriers ahead of time
 - a. What will or might get in the way?
 - b. Anything else? (ask a second time)
 - c. What would help you overcome that? What, if anything, has helped in the past?
4. Let them know that slip ups and relapses are okay and encourage them to keep moving

Obstacle

The person has a low level of drive and a high level of confidence making them skeptical.

What to do? – Decrease Skepticism

Enhance drive – help them sort out their indifference

1. Help them identify their priorities
 - a. How important is your health and your future to you?
 - b. Would you agree that your health should be a priority for you?

2. Help them explore their drive
 - a. What's the down side of taking action or making a change?
 - b. What are some good things about staying the same?
 - c. What are good things about changing?
 - d. What's the down side of staying the same?
 - e. What would you have to give up in order to make this Challenge a priority in your life?

Obstacle

The person has both a high level of drive and confidence making them motivated.

What to do? - Give ongoing support to keep them going and help them plan to deal with obstacles.

1. Plan for relapse – review past lapses; identify possible obstacles, help them remember that people lapse every now and then and that's okay. Remind the person that they just need to keep moving forward and not feel guilty and unmotivated.
2. Removing obstacles – Encourage them to look for solutions to these obstacles ahead of time. For example, if they have three kids with three different schedules, how will they go about making time for themselves and their health? A solution would be to arrange a carpooling schedule with other parents to allow themselves more time.
3. Remind them of their progress – provide positive feedback and motivation on an ongoing basis.

I Can! Challenge Team Meeting Agenda

Week 1 - Set Goals

In Advance of the Meeting:

- ❑ Make copies of the Goal Setting Worksheet from Week One's Workbook for each member of the team – or ask each person to bring his or her Workbook to the meeting.

Opening / Warm-Up (10 minutes)

- ❑ Ask each person to introduce him or herself and tell three things about him or her. These may be related to family, job, hobbies, pastimes, etc.
- ❑ Have people share their reasons and main motivations for taking this Challenge.

Discussion (20 minutes)

- ❑ Ask each person to describe a goal (any type of goal) he or she had set in the past and achieved. Ask them to share what was difficult about it and what helped them to achieve it.
- ❑ Ask if anyone has ever measured their Body Mass Index, or waist circumference. Discuss what they are, and the importance of them.

Activity (30 minutes)

- ❑ Using the Goal Setting Worksheet, discuss long-term goals and short-term goals related to health.
 - Discuss what a long-term goal is versus a short-term goal.
 - Have people share their health-related goals.
 - Encourage others to give feedback and support.
- ❑ Again using the Goal Setting Worksheet, discuss the possible barriers to meeting their goals.

- Have people share their possible barriers and how they will overcome them.
 - Encourage team members to give feedback and offer ideas to each other.
- Show the group how to measure BMI and waist circumference.

Homework

- For next week: Ask each member to bring a nutritional label from a food they enjoy eating.
- Ask everyone to complete the Challenge Action Items for the week.
- Remind everyone of the next meeting on _____.

Other Ideas:

Here are a few other ideas your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week's Challenge. Check out the Team Leader Message Board and Facebook page for more ideas or list your creative ideas for others to use.

- Take measurements of health statistics such as weight or blood pressure.
- Share ideas on what motivates them to make changes and how to stay motivated.
- Discuss who will make up each person's support team.
- Discuss ways the members of the team can support each other between meetings.

I Can! Challenge Team Meeting Agenda

Week 2 - Control Your Portions

In Advance of the Meeting:

- Bring to the meeting a typical dinner plate and a smaller 9" plate.
- Bring nutritional labels from a few popular foods including some that are "low calorie" and "low-sodium."

Opening / Warm-Up (10 minutes)

- Recap what was done last week. Ask whether there are any questions about goal setting, and measuring BMI, blood pressure, or waist circumference.
- Ask team members to share what they have done in terms of lining up support.

Discussion (20 minutes)

- Discuss ways that portion control has gotten "out of control" in our society. (i.e. 'supersized' fast food meals, double and triple cheeseburgers, all-you-can-eat buffets.)
- Share typical experiences growing up with portion control or lack of portion control. For example, was it customary in your home to have second helpings? Were you able to leave the table if you didn't "clean" your plate?

Activity (30 minutes)

- Using the Guide, review the Rate Your Plate information in Week 2. Use the plates you brought to the meeting to show the difference in size. Show how much of the plate should be used for vegetables, protein, starch, etc.
- Make sure the team understands the role of snacking: eating a healthy snack between meals helps to prevent overeating at meals. Discuss the tips in the Week 2 Guide, "Healthy Snacking" to determine healthy snacks.

- ❑ Allow the group to express concerns and offer each other suggestions regarding portion control and healthy snacking.
- ❑ Ask group members to share their nutritional labels and answer the following questions.
 - How much is one serving of the product?
 - How many servings do you think a person typically eats at one time?
 - How many calories are in one serving?
 - What is the total fat? Is this high or low?
 - Does this product offer a high percentage of nutrients?
 - Is this high or low in sodium?

Homework

- ❑ Discuss the possibility of taking a “field trip” to a nearby restaurant for the next meeting to test what people learn during Week 3.
-If you DO go out, make sure people bring their Guide to next week’s meeting.
 - *Note: Make the restaurant choice challenging to really test people’s commitment, perhaps even a buffet or steak house.*
 - If you DON’T go out, have members bring their completed Eating Out & About Worksheet to next week’s meeting.**
- ❑ Ask everyone to complete the Challenge Action Items for the week.
- ❑ Remind everyone of the next meeting on _____.

Other Ideas:

Here are a few other ideas your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week’s Challenge. Check out the Team Leader Message Board for more ideas or list your creative ideas for others to use.

- Have each person bring different parts of a meal (protein/meat, starch, vegetables, etc.) to share and practice portion control.
- Have each person develop a snack plan for the week including when they will have a snack and what snack they will eat.

- Meet at a grocery store and have a nutritionist give the team a tour of the store, point out appropriate and inappropriate foods, discuss what to look for and show how to select produce, etc.
- Discuss how our “supersize” society has created a distorted view of portion size, which contributes to overweight people and diabetes. This article http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/media_3073_ENU_HTML.htm compares the size of foods (including servings from fast food places) 20+ years ago and today. It indicates some food servings are now 2 to 5 times larger than when they first became available! Bring current samples of some of these products to the meeting to compare to their size years ago.

I Can! Challenge Team Meeting Agenda

Week 3 - Stay on Course When Eating Out

In Advance of the Meeting:

- If possible, get a menu of the restaurant you are going to ahead of time and review it for healthier items.
- If not going to a restaurant, get copies of menus from several popular area restaurants. Many are probably available online.

***Option 1: For those groups that decided to take a “field trip” to a restaurant for this week’s meeting.**

Activity (duration of meeting)

- Group may need to be broken into smaller groups at different tables.
- Briefly discuss your food and beverage choices at the selected restaurant before the server arrives.
**Note: You may want to let your server know what your group is going to do so they can be prepared to assist you in selecting healthier menu items, smaller portions, etc.*
- Have each person discuss what they will be ordering before they give their order to the server.
- Double check to make sure group members are following the tips that were given to them in the Guide’s Week 3 section.
- While waiting for your food to arrive, discuss last week’s Challenge and how people were able to control portions. You can use the weekly Challenge Tracker to measure success.

Option 2: For those groups that decided NOT to take a “field trip” to a restaurant for this week’s meeting.

Discussion (duration of meeting)

- Have everyone refer to their completed **Eating Out & About Worksheet** and review:
 - Where did they go?
 - What did they order? Portion size? Healthy substitutes?

- If needed, break into small groups and have each group review one of the sample menus. Have each group select 2 healthy meal options from the menu.

- Review dining out, fast food, and food myths.
 - Which tips do you think you’ll have a hard time following?
 - Which tips do you think will be easy to follow?
 - What are some suggestions for making the tips that are hard to follow easier?
 - What are your thoughts on the food myths? Did you see anything that surprised you?

Homework:

- For next week: Ask each person to bring their Guide. They’ll need the “Heart Rates” document from Week 4. Also, tell them to come prepared to measure their resting heart rate and calculate their target heart rate.
- If you plan to do any type of physical activity next week, ask teammates to wear comfortable clothes.
- Ask everyone to complete the Challenge Action Items for the week.
- Remind everyone of the next meeting on _____.

Another Idea

Here is another idea your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week’s Challenge. Check out

the Team Leader Message Board for more ideas or list your creative ideas for others to use.

- If you decide not to go out to a restaurant, have people bring their own healthy meal with them from home or get one from carry out. Discuss why they got what they did.

I Can! Challenge Team Meeting Agenda

Week 4 – Increase Your Activity Level

In Advance of the Meeting:

- Bring a watch with a second hand and a calculator to compute target heart rates.
- Determine a place to take a 10 minute walk during the meeting.

Opening / Warm-Up (15 minutes)

- Briefly review what was discussed last week.
- Ask if anyone went out to eat last week, and what challenges (if any) they faced.
- Have team members share the most difficult part of last week’s Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (15 minutes)

- Review the benefits of exercise and the importance of doing both cardio and strength training.
- Discuss ways to fit more physical activity into a day. Share ideas for 10 minutes worth of activity.

Activity (20 minutes)

- Break into small groups of two or three people and take turns measuring resting and target heart rates. Use the steps in the Week 4 Guide, “Heart Rates” to do this.
- If possible, do 10 minutes of moderate activity such as walking. Have team members take their heart rates again. Discuss how close their heart rate is to their target heart rate and whether they need to increase the level of activity.

Homework:

- Have members bring in the **Stress Score Scale worksheet** to take during next week's meeting.
- Remind everyone of next week's meeting on_____.

Other Ideas:

Here are a few other ideas your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week's Challenge. Check out the Team Leader Message Board for more ideas or list your creative ideas for others to use.

- Meet at a gym or fitness center and have a trainer demonstrate cardio and strength training exercises.
- Hold an exercise class using a video or DVD.

I Can! Challenge Team Meeting Agenda

Week 5 - Reduce Your Stress

In Advance of the Meeting:

- Make extra copies of the **Stress Score Scale worksheet** in case group members forget to bring their Workbooks.
- Get a stress ball to hand off to people as they talk during the discussion.
- Bring a copy of the Stress Diary (from the Workbook) to show team members.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with being able to bring exercise into their daily routine. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (20 minutes) – *during the discussion have members pass around the stress ball for people to hold and squeeze while they are talking.*

- How can you tell when you are under stress? What are your symptoms?
- What are some of the major causes of stress in your life?
- What have you done in the past to try to gain control over reducing your stress level? Did it work?
 - Which of the tips suggested in Week 5 (e.g. meditating, self-hypnosis, yoga, getting more sleep, etc.) do you think will work for you?

Activity (40 minutes)

Break into small groups and discuss:

- When are they most stressed?
- Is there a certain time of day or location that the person tends to get stressed more easily than other times of day/locations?
- Have members of the group give each other advice on different stress coping methods that have worked for them.
- Have each member of the group do the **Stress Score Scale worksheet** and review their Stress Score Scale number.
 - Discuss thoughts, feelings, concerns, and ways to overcome obstacles and reduce their stress score.

Homework

- For next week: Ask members to bring their Workbook with the **Revisiting Your Goals worksheet** and **Barriers to Being Active Quiz** from Week 6. Let them know they'll fill it out and take it during the next meeting.
- Remind everyone of the next meeting on _____.

I Can! Challenge Team Meeting Agenda

Week 6 - Overcome Obstacles and Keep Going!

In Advance of the Meeting:

- Print out some extra copies of the **Revisiting Your Goals worksheet** and the **Barriers to Being Active Quiz** to have handy should anyone forget to bring their Workbook.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with reducing stress. Ask if anyone used the Stress Diary to help them manage their stress. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (30 Minutes)

- Have group members refer to their **Revisiting Your Goals worksheet** and fill it out as the group discusses each question.
 - Have any of you achieved some of your short-term goals or how much closer are you to reaching them? What still needs to be done?
 - What have you done so far to reach your long-term goals? What still needs to be done?
 - Out of the possible barriers you listed during Week 1, which ones have actually happened? Were you able to overcome them in the way you thought you would? If not, what could or did you do differently?
 - What new barriers, if any, have come up during the last 6 weeks? How will you go about overcoming these barriers?
 - Have your main reasons for doing this Challenge changed at all? If so, how?

Activity (20 minutes)

- Ask members to complete the **Barriers to Being Active Quiz** then ask them to break into groups of 3-4 people.
- Have them use their completed **Barriers to Being Active Quiz** to discuss what keeps them from being more active.
- Ask each small group to develop an action plan for each member on what they can do differently to overcome not being more active and report to the whole group.
- Keep track of which barrier(s) is/are most common out of the following and discuss as a whole group what can be done to overcome this/these barrier(s):
 - Lack of time
 - Social influence
 - Lack of energy
 - Lack of willpower
 - Fear of injury
 - Lack of skill/knowledge
 - Lack of resources

Homework

- For next week: Ask members to bring their completed **Doctor Appointment Guide Worksheet** and **Medications I Take Worksheet** from Week 7's Workbook section.
- Ask everyone to complete the Challenge Action Items for the week.
- Remind everyone of the next meeting on _____.

I Can! Challenge Team Meeting Agenda

Week 7 - Make the Most of Your Health Care Team

In Advance of the Meeting:

- Print out or bring your Guide with Week 7's resource pages to use as a reference during the discussion.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with overcoming any barriers. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (15 minutes)

- What are a couple things that you will do differently in preparing for your doctor's appointment?
- What are some things you will do differently during your doctor's appointment?
- What three questions should you make sure to ask during your visit?
(Answer: What do I have? How am I doing with it? Is there anything else I should be doing?)

Activity (30 minutes)

- Have group members split into pairs. Using their completed **Doctor Appointment Guide** from Week 7, have them role-play their short doctor visit. *The "doctor" does not actually have to improvise medical advice; just*

serve as a sounding board for the patient to practice what they learned in Week 7.

- Remind members to review the following for their “doctor”:
 - Their recent symptoms or concerns
 - Current medications and dosage
- Remind members to take the **Medications I Take worksheet** to their next doctor’s appointment.

Homework

- For next week: Ask members to bring their completed **Tobacco and Alcohol Journal** from Week 8’s Workbook section.
- If it applies to them, ask members to come prepared to share a story of someone they know that does/did use tobacco or alcohol and how it affected their health.
- Ask everyone to complete the Challenge Action Items for the week.
- Remind everyone of the next meeting on _____.

Other Ideas:

Here are a few other ideas your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week’s Challenge. Check out the Team Leader Message Board for more ideas or list your creative ideas for others to use.

- Have members share an experience where they were very comfortable with a doctor’s visit and why.
- Have members talk about a time where they were unsatisfied with a doctor’s visit and why.
- Brainstorm other important questions members feel they should ask their doctor.

I Can! Challenge Team Meeting Agenda

Week 8 - Quit or Reduce Tobacco and Alcohol

***If no one, or too few people, in your group use alcohol or tobacco, feel free to substitute this week with another health-related activity. For example, you could spend more time on portion control, nutrition, or exercise. Perhaps you could do an activity such as walking or a fitness class, or visit a restaurant to practice nutrition and portion control.**

In Advance of the Meeting:

- Please note that team members may be resistant to discussing this on a personal level. Addressing it in general terms, such as why they feel alcohol and tobacco use has an even greater effect on those with diabetes and heart disease may be a better option.
- Bring an actual empty cigarette carton (or box made to look like a cigarette carton) and actual money/play money for the presentation.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with making the most out of their health care team. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (15 minutes)

- Who is currently trying to quit or reduce their tobacco use?
 - Have you tried in the past? What methods did you use? What stopped you?
 - Does anyone have any advice for quitting or recommend any of the techniques for quitting that were found in Week 8?
- Who has a story of how tobacco or alcohol use affected the health of someone they know or knew?

Presentation (10 minutes)

- Bring in an actual empty cigarette carton (or box made to look like a cigarette carton) filled with actual money/play money, which will show how many average dollars smokers spend if they smoke...
 - ½ pack daily - \$2.75; monthly - \$83.05; yearly - \$996.60
 - 1 pack daily - \$5.50; monthly - \$166.10; yearly - \$1,993.20
 - 1½ packs daily - \$ 8.25; monthly - \$249.15; yearly - \$2,989.80
 - 2 packs daily - \$11.00; monthly - \$332.20; yearly - \$3,986.40
 - 2½ packs daily - \$13.75; monthly - \$415.25; yearly - \$4,983.00
 - 3 packs daily - \$16.50; monthly - \$498.30; yearly - \$5,979.60

Activity (20 minutes)

- Have people break into smaller groups depending on if they need to quit/reduce tobacco or alcohol use
 - Have them discuss and create their own “action plan” for quitting/reducing with their peers.
 - Questions to answer:
 - When will you quit? How much will you reduce by?
 - What will you do to keep you from slipping?
 - How will you reward yourself? Weekly? Monthly? Bi-monthly? What will you give yourself as a reward?

Homework

- Discuss the possibility of going outside for a walk/inside at a mall or shopping center, etc. during the discussion/activity section for next week.
- For next week: Ask members to bring their completed Different Ways to Exercise worksheet from Week 9’s Workbook section.
- Ask everyone to complete the Challenge Action Items for the week.
- Remind everyone of the next meeting on _____.

I Can! Challenge Team Meeting Agenda

Week 9 - Physical Activity - Step It Up!

If your group agrees to it, have a “walking discussion” and ask the following questions as group members are walking. This could be outside if weather permits or inside a building, such as a mall or shopping center.

In Advance of the Meeting:

- Arrange for or scope out a place where your team can go for a walk or meet in an active setting.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with reducing the amount of, or quitting smoking and/or alcohol. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week’s Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (20 minutes)

- How many of you are able to reach the weekly goal of exercising five times a week? How many minutes a day are you exercising?
 - Do you find it difficult or easy to achieve?
 - What suggestions do you have for people who aren’t able to achieve this goal?
- How many of you are able to meet the strength-training goal of 2 times a week?
 - Do you find this easier or harder to achieve?

- Remind group members the goals are now increasing.

Activity (20 minutes)

- Go around the room and have people use their **Different Ways to Exercise worksheet** and share what ways they came up with to get in exercise in a different way.
- Encourage people to actually “show and tell” their methods by demonstrating it in front of the whole group. Have the group members try each suggested exercise.

Homework

- For next week: ask members to use the tools and resources provided in Week 10's Workbook section to research terms that relate to their condition that they did not understand before.
- Have them take a look at the additional resources that were offered.
- Remind everyone of the next meeting on _____.

I Can! Challenge Team Meeting Agenda

Week 10 - Understanding Your Condition

In Advance of the Meeting:

- Make copies of the resource section pages in your Guide to refer to during your discussion.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with stepping up their physical activity. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (15 minutes)

- How did you feel about the information that was provided on your condition in Week 10?
 - What information were you already familiar with?
 - What information did you know a little about already?
 - What information was completely new to you?
- Were there any terms concerning your condition that you had not heard of?
 - What were they and what do they mean?

Activity (15 minutes)

- Break into small groups and ask members to discuss the resources they looked at for the week.

- Which ones were the most user-friendly?
- Which ones explained complex ideas in a way that was easy to understand?

Homework

- For next week: using the Guide's tools and resources provided in Week 11's section, have members complete all the action items.
- Have members bring in their results and completed tasks.
- Be prepared to discuss your findings at the next meeting.
- Remind everyone of the next meeting on _____.

Another Idea

Here is another idea your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week's Challenge. Check out the Team Leader Message Board for more ideas or list your creative ideas for others to use.

- Instead of meeting in a conference room, meet in a computer lab. You could also have the small groups gather around a group member's computer desk so that they can actually view the web sites they found to be the most helpful.

I Can! Challenge Team Meeting Agenda

Week 11 - Use Quality Data to Improve Your Health

In Advance of the Meeting:

- Review www.Aligning4HealthPA.org's web site, so you can provide insight into what the group will find when they visit the site.

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with understanding their condition. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion (20 minutes)

- In your own words, after reading the information in Week 11, what do you feel quality health care is?
- After reviewing your doctor's quality report on the Aligning Forces for Quality's Web site, how do you feel about your doctor's rating*?
- Discuss the standards of care you should be receiving for diabetes and heart disease.
 - Who feels they are receiving these standards?
 - What are you not receiving?
 - What could you do to make sure you do receive the appropriate care for your condition?

Activity (15 minutes)

- Break into small groups and have a group discussion on the following:
 - Prior to this past week, how did you feel about the quality of the health care you received?

- Has what you learned this week made you more or less concerned with the quality of your health care? How so?
- What improvements would you like to see made in regard to your health care?

Homework

- For next week: using Week 12's Workbook section, have members complete the **Keep It Up! Worksheet, I Will! Challenge Worksheet** and **My Success Story Statement** and bring it with them to the next meeting.
- Also, ask people to bring in an item from home to represent one of the biggest changes they've made throughout the Challenge. This could be running shoes to represent exercise or a small plate to represent smaller portion sizes, etc.
- Remind everyone that the next meeting will be on _____.
- Discuss possibility of making the final meeting a celebration! Have people bring in healthy foods and snacks. Or, take a road trip to celebrate – visit the local bowling alley, skating rink, or park to celebrate!

I Can! Challenge Team Meeting Agenda

Week 12 - Celebrate Your Success!

In Advance of the Meeting:

- Decorate! This is a celebration - streamers, balloons, etc.
- Bring in/arrange healthy snacks.
- If you'd like to, create a certificate of completion for making it through the Challenge!

Opening / Warm-Up (10 minutes)

- Briefly review what was discussed last week.
- Ask each person to tell how successful they were over the last week with using the quality data. You can use the weekly Challenge Tracker to measure success.
- Have team members share the most difficult part of last week's Challenge and how they overcame that.
- Be sure to acknowledge any bit of success for each person.

Discussion on the I Can! Challenge (20 minutes)

- Congratulations!
- Have group members think back on the previous 11 weeks
 - Which was the easiest part?
 - Which was the hardest part?
- Discuss how people plan to keep their healthy habits up!
- Discuss how people plan to reward themselves for their success.

Activity

- Go around the room and have each person “show and tell” the prop they brought in to represent their own personal journey and the biggest change they’ve made.
- Have those who are willing, share their Success Story Statement.
- Go around the room and have people present the I Will! Challenge they prepared for themselves and what they plan to do next!

Closing

- Discuss the possibility of maintaining this support group. Perhaps meeting monthly to keep group members motivated and involved in continuing to improve their health!

Other ideas

Here are some other ideas your team may want to include in your meeting depending on the desires of the team, the resources available and the time allowed. Feel free to add your own ideas for helping teammates meet this week’s Challenge. Check out the Team Leader Message Board for more ideas or list your creative ideas for others to use.

- Give each member a blown up balloon and have them write an unhealthy habit they have broken or a barrier that they overcame as a result of this Challenge. Then go around the room and have members explain what they wrote and why and with a pen or scissors, pop the balloon as a sign of a new start!
- Have members invite their family members or friends to the final meeting and have them share how they have seen their loved one change over the course of the Challenge.