

Program Coordinator Flow Chart



BEFORE

Decide to Hold a Class

- Host a **Session Zero** to explain class and expectations
- Evaluate participant interest
- Decide on potential locations
- Decide on the best time of day for class
- Be sure you have coaches ready to teach
- Have a back up coach available to teach

Schedule Class

1. Location?
2. Date?
3. Coaches?
4. Time?
5. Language?

Enter Class in Compass

1. Start Date
 2. Time
 3. Location
 4. Lifestyle coach(es)
 5. Decide on maximum participants allowed per class
- Class is available for registrations on Living Well!

Continue to Recruit for Class

- Check registrants in Compass
- Recruit through community locations, senior centers, healthcare, et.
- Decide if you have enough people to hold class
- Make sure your coaches who will be entering data in Compass have access
- Collect NDPP **Eligibility Form** data for each participant and enter into Compass

Prepare for Class

- Bring flipcharts, markers, paper, curriculum, attendance log, weight tracker

Optional

- Participant reminder one week before
- Participant reminder one day before
- Weekly reminders
- Engage participants in a text group or buddy system
- Set up FaceBook group

DURING

Host Your Class

- Create and give schedule of classes to everyone
- Have participants fill out NDPP **Eligibility Form** and verify eligibility
- Remind registered participants that class is starting the week before
- Take attendance each class
- Record weight for each person
- Monitor class data entry
- Review your Compass NDPP Data Dashboard

Enter Data into Compass

- Add data to already created class in compass every week/class
- Include NDPP Eligibility Form and attendance for each participant
- Consider giving a 6-month evaluation for feedback
- Meet and communicate with coaches regularly to see how things are going and what help they need

AFTER

End Your Class

- Provide evaluation during the last class
- Collect any materials that can be reused
- Enter final data into Compass
- Advertise Living Well website for other classes
- Reach out to successful participants for stories