

THE BC FIRST NATIONS

ActNow Toolkit

Facilitators Guide

2010



BC First Nations ActNow Toolkit Community Roundtable – Facilitator’s Guide for Single Group Delivery

This facilitator’s guide is for use with smaller groups (e.g. 10 people), where an active dialogue can be maintained with all participants. This format allows for sharing and discussion among participants who will be kept together at one table throughout the workshop.

For larger groups (e.g. over 20), or where a regional workshop is held with multiple communities, the use of focus groups is recommended. See the Facilitator’s Guide for Focus Group Delivery.

Pre-Workshop Preparation Checklist

HOST FIRST NATION ARRANGEMENTS

<input type="checkbox"/>	Schedule date
<input type="checkbox"/>	Discuss participant numbers and backgrounds
<input type="checkbox"/>	Discuss room set up
<input type="checkbox"/>	Ensure availability of 3 flipchart stands and paper
<input type="checkbox"/>	Book accommodations – host recommendations, First Nation owned businesses
<input type="checkbox"/>	Book travel & receive any local tips – e.g. route cautions, ferry schedules
<input type="checkbox"/>	Enquire about protocols – prayer, acknowledgements of members, acknowledgements of territory
<input type="checkbox"/>	Determine if there will be a host introductory speaker or opening prayer.
MATERIALS <input type="checkbox"/>	Session Invite – edit photos, date, location, contact information
<input type="checkbox"/>	Topic Posters – edit photos
<input type="checkbox"/>	Provide Session Invite and Topic Posters to host
<input type="checkbox"/>	Photocopy: <ul style="list-style-type: none"> · Toolkit · Agenda · Program Needs Assessment Worksheet · Program Needs Assessment Instruction Sheet · Setting Priorities Worksheet · Setting Objectives Worksheet · At A Glance – Put it into Action · Work Plan Template · Work Plan Sample · Evaluation Form
<input type="checkbox"/>	Flipchart markers and masking tape
POWERPOINT <input type="checkbox"/>	Cover page & Day 2 Cover – edit community name and session date
<input type="checkbox"/>	Edit photos as appropriate
<input type="checkbox"/>	Ensure availability of a laptop, projector, screen and extension cord

PRE-DAY 2 WORKSHOP PREPARATION

<input type="checkbox"/>	Make a digital copy of the Needs Assessment, Priorities and Objectives worksheets
<input type="checkbox"/>	Make a digital copy of the Needs Assessment, Priorities and Objectives worksheets
<input type="checkbox"/>	Prepare summary notes of Concerns, Priorities and Objectives
<input type="checkbox"/>	Transcribe flipcharts from the Ice Breaker
<input type="checkbox"/>	Prepare Work Plans for each topic
<input type="checkbox"/>	Prepare PowerPoint slides of the Work Plans
<input type="checkbox"/>	Print and copy Work Plans for participants

Agenda Topic

Session Welcome

TIME	5 minutes
PURPOSE	Acknowledge the host First Nation and session organizer Opening prayer (if appropriate)
PREPARATION	<p>If you are not a member of the community, contact the host First Nation and talk with the session organizer. Determine:</p> <ul style="list-style-type: none"> · What the protocol is for addressing the group (e.g. acknowledging chiefs, leaders, elders) · What the protocol is for acknowledging the territory you are in · How the session organizer would like to be addressed / introduced · If the session organizer or someone else from the First Nation would like to deliver a short opening message · If someone will open and close each session with a prayer · Other relevant protocols · Who will invite participants to the session, including various community members, such as an elder and youth.
ACTIVITY	<p>Sample session welcome:</p> <p>Good morning, my name is _____ and I will be your facilitator over the next day and a half. First, I would like to thank the _____ First Nation for hosting this ActNow Community Roundtable, and would like to welcome the leadership, elders etc. who are in attendance today. I would also like to thank you for accepting me in to your territory (as appropriate).</p> <p>Thank you to _____ for arranging this session. _____ would like to say a few words about why this session is important to the First Nation.</p> <p>And, before we get started, _____ will begin the morning with a prayer.</p>
CHECK	<p>As you are conducting the welcome, scan to the room to ensure that:</p> <ul style="list-style-type: none"> · It appears that everyone can hear and see you · New comers have a place to sit · People are comfortable (not too hot or cold)

Agenda Topic

Facilitator Introduction & ActNow Overview

TIME	10 minutes
PURPOSE	Introduce yourself and the ActNow Program & Toolkit
PREPARATION	<p>Prior to the Session</p> <p>Write out a few notes about yourself and the work that you do, as relevant to facilitation, health and wellness. Keep it short and concise (no more than 2 minutes).</p> <p>Review the ActNow speaking points and prepare your delivery using the PowerPoint.</p> <p>At the Session</p> <p>PowerPoint slide with ActNow points.</p>
ACTIVITY	<p>ActNow Speaking Points:</p> <p>The First Nations ActNow program is a community-focused chronic disease prevention and health promotion strategy aimed at enabling First Nation peoples to increase control over and improve their health. This program has been developed by the First Nations Health Council, which was created in 2007 to implement the 10-year Tripartite First Nations Health Plan.</p> <p>The program focuses on strengthening the skills and capacity of individuals, by using culturally appropriate measures directed towards changing social, environmental, and economic conditions to alleviate impacts on individual and community health.</p> <p>One of the key goals of the program is to reduce preventable diseases. There is a need for actions focused on health promotion and disease prevention. Activities such as community health policies, a school-based health promotion program, and the development of a regional campaign to encourage all First Nation communities to adopt widespread healthy initiatives are just some of the recommendations that can be found in this Toolkit. Leaders, parents, children, schools and any other community members can use this Toolkit to take action now towards making a long-term commitment in the health and well-being of First Nation peoples.</p>
CHECK	Ensure that all participants can see the projector screen.

Agenda Topic

Participant Introductions & Ice Breaker

TIME	30 minutes
PURPOSE	<p>Introduction of all participants</p> <p>Participants begin thinking about what Healthy Eating, Physical Fitness, and Traditional Wellness mean to them and their community. Have the group approach the session with a common definition and understanding of these terms.</p>
PREPARATION	<p>Three flip charts set up side by side, at the front of the room where the facilitator starts the session.</p> <p>Each flip chart has one of the following headings: Healthy Eating, Physical Fitness, and Traditional Wellness. Each heading is written in a separate color.</p> <p>Maintain these colors for the topics throughout the session.</p> <p>PowerPoint slide with examples of words and phrases to describe key workshop area.</p>
ACTIVITY	<p>Starting with one participant at the table, and moving through each participant in the group, have participants introduce themselves:</p> <ul style="list-style-type: none"> · Name · Position within the organization or the community (e.g. Councillor, parent, nurse) <p>In addition, ask each person to provide a word or short phrase that describes one of the key workshop areas: Healthy Eating, Physical Fitness, and Traditional Wellness. Write participant responses on the appropriate flip chart. You might start participants off by saying: “When you hear the term traditional wellness, what does it mean to you?”</p>
CHECK	<p>If participants are mainly providing responses for one of the key areas (e.g. physical fitness), encourage participants who haven't yet introduced themselves to respond to the other categories.</p> <p>If participants are having difficulty with one of the categories, write a few examples to get them started.</p> <p>Examples include:</p> <ul style="list-style-type: none"> · Healthy Eating – food groups, vitamins, 5 meals / day, local produce · Physical Fitness – weight training, basketball game, walking to work/school, aerobics · Traditional Wellness – traditional medicines, sweatlodge, elders, spirituality, holistic

Agenda Topic

Summary of Session Goals & Format

TIME	15 minutes
PURPOSE	Outline what participants can expect to achieve during the session, and describe the methods of participation during the session.
PREPARATION	<p>Prior to the Session Photocopy agendas for all participants.</p> <p>At the Session PowerPoint slide of session agenda highlights.</p>
ACTIVITY	<p>Over the next day and a half, we will be starting to develop a plan to increase or enhance health and wellness in your community. This action plan will identify programs or activities that you can use, based on your community's needs and interests. These programs or activities might be for individuals or groups, youth, young mothers or elders, and might be delivered in the school, workplace, community hall, or even at home.</p> <p>Health and wellness requires a holistic approach. For example, research shows that a child's ability to learn is related to good nutrition. To support proper nutrition at both home and in the schools, this might require education material being provided in homes, a community garden, or a healthy snack cupboard at school. These programs require the involvement of parents, teachers, the leadership and even the local grocery store. As you can see, everyone in the community has a role to play. This is the reason a diverse group from your community has been invited here today.</p> <p>Today's session will be about "assessing" and "prioritizing". Our discussions will be organized around three themes: Healthy Eating, Physical Fitness, and Traditional Wellness. This morning, we'll go through a community needs assessment. You will be asked to consider: "What are the areas of health and wellness that we are most concerned about?" "Which members of our community are most at risk (e.g. for diabetes, obesity, heart disease, cancer)?"</p> <p>After lunch we'll move to the "prioritizing" phase of our session. This morning's discussion is bound to generate a long list of needs. But, given the reality of resources limits in the community (both human and financial resources), which needs are most critical? This doesn't mean that we ignore the other needs, but where do we want to start first?</p> <p>Next, we'll spend a bit of time talking about "objectives" – that is, we've identified a concern, now what does our desired future condition look like?</p> <p>Tomorrow, we'll look at how to start working towards the objectives you've identified using things like an ActNow Committee, and the Toolkit resources. These resources include educational materials, activity ideas, and potential funding sources.</p> <p>By the end of the session, you will have the start of an action plan that you can continue working on, as well as some facilitation tools that you can use when working to implement a particular health and wellness initiative.</p> <p>Let's get started!</p>

Agenda Topic

Community Needs Assessment

TIME	60 minutes – issue identification 45 minutes – program gap identification
PURPOSE	<p>The overall intent of the Needs Assessment is to help the community decide where to best focus their efforts. This means discussing “who” in the community needs assistance, and “what” the issues are. “How” this gets done is the focus of Day 2.</p> <p>Discuss “what is” and “what should be” in the community for each of the key areas: Healthy Eating, Physical Fitness, and Traditional Wellness.</p> <p>Determine what the areas of concern are for the community, and determine it, or how well, programs are addressing these concerns.</p>
PREPARATION	<p>Prior to the Session</p> <ul style="list-style-type: none"> · Photocopy the Program Needs Assessment Worksheet (2 copies per participant, with extras available) <p>At the Session</p> <ul style="list-style-type: none"> · Hand out the photocopies · PowerPoint slides for Needs Assessment
ACTIVITY	<p>Facilitate the group by asking the following question: “What are your major concerns? Give examples of what you are seeing / hearing / experiencing that causes you concern.”</p> <p>Ask the group to keep in mind the various age groups or social groups within their community. For example:</p> <ul style="list-style-type: none"> · Babies /pre-school children · Elementary / middle school children · High school aged youth · Pregnant women or new mothers · Elders <p>(If facilitator is also a community member, he/she should advise the group that every response is a good response and that the group’s responses in no way will offend the facilitator as we are all working together to create a healthier community.)</p> <p>Record comments on the flipchart, or use the projector and record comments on the worksheet. Participants can keep their own notes on the worksheets as well. Ask the group not to prioritize their concerns, or dismiss concerns that are not shared by everyone. Ask them to use this time to just air all of their concerns.</p> <p>Assign approximately 20 minutes for each of the three topic areas. Tell the groups not to worry about running out of time. This workshop is only a beginning, and the work done today can be added to or refined in the future.</p> <p>Take a break after 60 minutes.</p> <p>For the second part of the exercise, ask the group to consider if there are any programs, activities or initiatives in their community aimed at addressing each concern. If using the worksheet, check one of the boxes: Yes, Needs Improvement, or Gap.</p> <p>“Yes” means there is an adequate program in place. “Needs Improvement” means there is a program in place, however it could be more effective. “Gap” means there is no program in place.</p> <p>If the group indicates “Needs Improvement”, ask the group to describe what needs to be added or changed in the program to make it more effective at addressing the concern. Record their response in the final column of the worksheet.</p> <p>Wrap up this exercise and break for lunch.</p>

Agenda Topic

Setting Priorities

TIME	1 hour 15 minutes
PURPOSE	Determine which needs are most critical, or which needs will be addressed first (e.g. because of available resources, or to start small to gain momentum).
PREPARATION	<p>Prior to the session</p> <ul style="list-style-type: none"> · Photocopy the Priorities worksheet. Provide one per participant so all participants can keep notes. <p>At the session</p> <ul style="list-style-type: none"> · Hand out the photocopies · PowerPoint slides for Priorities
ACTIVITY	<p>Transfer the Issues in column 1 of the Needs Assessment worksheet into column 1 of the Setting Priorities worksheet. Then have the group discuss what priority each need should receive.</p> <p>Priority may be assigned based on criteria such as:</p> <ul style="list-style-type: none"> · What is most critical (e.g. poses the highest risk) · Whether there are known resources available · Starting small to ensure success that can be built on to gain momentum. <p>Tell the group that they can assign priorities based on any criteria they deem relevant. Record the group's rationale on the worksheet in column 2, and finally have them assign a priority number (1 being the highest) in column 3. If there were a large number of needs identified (e.g. 10+), the group may choose to prioritize all needs, or stop after they have identified their top 3. Participants can come to a consensus on the priorities, or each can indicate their "vote".</p> <p>Explain that the "voting" is only to show the relative support for a particular need. This does not "bind" the community to act on a priority, since additional planning work will be needed first.</p>

Agenda Topic

Closing Comments

TIME	15 minutes
PURPOSE	Summarize the day's activities, announce the start time for Day 2, and open the floor for any questions.
PREPARATION	None
ACTIVITY	<p>Today has been spent discussing what the areas of concern are for the community in terms of health and wellness, and what you want to achieve in terms of future improvements or results. Tomorrow our focus will be on tools and resources that can be used to help you reach your objectives. Remember, this is only a beginning. You can take the exercises used today to work through these issues in greater detail, or with other members of your community at a later date.</p> <p>Any questions? Thanks for your good work and participation today.</p> <p>We'll close the day with a prayer.</p>

Agenda Topic

Session Welcome, Day 1 Summary, Day 2 Overview

TIME	30 minutes
PURPOSE	Opening prayer Recap Day 1, and outline the Day 2 agenda
PREPARATION	Review the group worksheets from Day 1, and prepare a few notes to highlight some of the concerns, priorities and objectives from each group.
ACTIVITY	<p>Good morning. To open our session today, _____ will start us off with a prayer.</p> <p>Yesterday was spent discussing the concerns that you have related to Healthy Eating, Physical Fitness, and Traditional Wellness. The top priorities that were identified included: _____.</p> <p>You then identified some objectives for these priorities. These included: _____.</p> <p>Today, we're going to discuss and look at some tools and resources, identified within the ActNow Toolkit, that you can use as a community to work towards your objectives. These tools will include a work plan framework, the concept of an ActNow committee, as well as specific activities, web based information, and funding sources.</p>

Agenda Topic

Toolkit Resources

TIME	60 minutes
PURPOSE	Introduce the key components of the toolkit – Roles, Put it Into Action activities, References.
PREPARATION	<p>Prior to the Session Photocopy the At A Glance summary sheet - one per participant Photocopy the Toolkit – one per participant</p> <p>At the Session PowerPoint slides for Toolkit Resources</p>
ACTIVITY	<p>Walk the participants through the key sections of the Toolkit:</p> <ul style="list-style-type: none"> · Roles – involvement of the whole community is a key part of any health and wellness promotion program. Select a few points from each of the Roles to highlight as examples · Traditional wellness has been placed throughout the toolkit · General healthy eating guidelines · General physical activity guidelines · Getting Started– this workshop designed for this section · Put it Into Action – ideas and activities to implement in your community. Includes Steps to follow as well as References and Resources <ul style="list-style-type: none"> o Health Eating o Physical Fitness o Traditional Wellness · Additional web resources <p>Review some of the issues and objectives from Day 1 and discuss Put it Into Action activities that could help address the objectives. Track these on the flipcharts.</p>

Agenda Topic

Community Resources

TIME	60 minutes
PURPOSE	Discuss the concept of an ActNow Committee, and discuss existing resources within the community.
PREPARATION	PowerPoint slides for Internal Resources
ACTIVITY	<p>A committee or group will be needed to plan, implement or oversee, and monitor your chosen activities. The membership of your committee can vary depending on the nature of the activity, and the availability, interest and skills of community members or staff.</p> <p>You might choose to form one overarching committee that plans all ActNow activities. This approach makes it easy to see the synergies and connections between Healthy Eating, Physical Fitness and Traditional Wellness. There could then be subcommittees that focus on particular initiatives. Alternately, you could have one committee for each of Healthy Eating, Physical Fitness and Traditional Wellness, also with subcommittees, if needed, for implementation.</p> <p>Discussion Questions</p> <ul style="list-style-type: none"> · Are there existing committees or groups in your community that could serve the role of initiating ActNow activities: <ul style="list-style-type: none"> o In their current form o With additions or restructuring · What changes would be needed? · Do you need to start a new committee? · One overarching committee that looks at healthy eating, physical fitness, traditional wellness? · Subcommittees that implement each area, work on individual initiatives · Who are people within your community that would be good “champions” or “catalysts” or “role models”? · Do you have a current committee structure as part of your governance model? <ul style="list-style-type: none"> o What are the reporting/accountability/liability considerations? · Think about your or others’ ability to serve on the committee <ul style="list-style-type: none"> o conflict of interest o time to commit o part of your work - day o volunteer – evenings/weekends <p>Record the discussion on the flipcharts.</p>

Agenda Topic

Review of the Work Plan Framework

TIME	30 minutes Note: If a full 2 day session is planned, this section could be expanded by preparing initial workplans for each of the priorities identified
PURPOSE	Review each of the work plan components and provide tips on completing the plan.
PREPARATION	On the evening of Day 1, utilize the group worksheets to fill in sample work plans. Try to complete a sample for each of the three groups. Print and photocopy these on the morning of Day 2. Prepare a PowerPoint slide of the sample work plans.
ACTIVITY	<p>A Work Plan template has been developed to help organize and track your implementation of activities initiated to meet your objectives.</p> <p>The identified concern from your Needs Assessment gets summarized at the top of the sheet. Next, the objective gets written.</p> <p>In the table, the following columns are included:</p> <ul style="list-style-type: none"> • Activity / Initiative – e.g. projects from the Toolkit • Who is taking the lead – a staff member, teacher etc. This could be a team of people. • Partners – a group external to your office/committee that is assisting with the project (local, regional, provincial, national) • Resources – educational material, web links, etc. that you can consult and use • Budget – In-kind or cash amounts, along with sources (existing operational budget, fundraising, funding applications / proposals) • Timeframe – key milestones • Monitoring – measures of success (e.g. numbers of workshops, % weight lost, number of youth enrolled in program), and targets (the desired amount) <p>Finally, there is a section to detail the steps taken to implement the project.</p> <p>This template is only an example, and can be amended to suit your needs.</p> <p>Show example of completed work plan.</p> <p>Complete a sample work plan for one of the group's issues if time allows.</p>



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