

session one outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Run through responsibilities and aims of the small group time. Prayer as appropriate.	As appropriate
arrival	Registration	Distribution of manuals, journals and name tags. Receipt of payments. Programs, participant manuals and journals are available from: Careforce Lifekeys PO Box 411, Mt Evelyn Vic 3796 Australia www.careforcelifekeys.org	30 min before starting time
	Refreshments	Tea/coffee, etc.	
large group	Welcome and announcements	Include any administrative issues and location of facilities.	5 min
	Being Prepared	Refer to <i>Session One</i> appendix being prepared and indicate that facilitators will run through this in the small group and answer questions.	2 min
	Teaching	More than a lifestyle: embracing health DVD.	28 min
break		Move to small group locations.	5 min
small group	Ice-breaker Introductions	See about this session .	15 min
	Group Agreement and PAR-Q	All participants to sign two copies of the Agreement and the PAR-Q. Facilitator to retain one copy of each.	15 min
	Group questions and sharing	See group time and about this session for questions.	50-60 min
	Group closing	Sum up. Run through the appendix being prepared and make sure participants will be equipped for the walk in <i>Session Two</i> . Briefly remind participants about the 'at home' journal tasks.	10 min
after session	Debriefing	Co-ordinator to meet with facilitators to check on any administration details and group progress. Opportunity for support, problem solving and ongoing training.	15 min

session two outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Refreshments	Tea/ coffee, etc.	Until starting time
large group	Welcome and announcements	Based on fitness instructor briefing, mention what to bring for next session (water, appropriate attire, hand weights, etc.) depending on the mode of physical activity organised for <i>Session Three</i> . Next week's session starts with physical activity. Getting into physical activity DVD.	5 min
	Teaching		43 min
break		Move to location for physical activity. Confirm brief of fitness instructor (S2 & S3).	5 min
large group	Physical activity session	Led by fitness instructor: - Borg scale demonstration. - 2 minute step test. Group walk (see <i>about this session - for the fitness instructor</i> for details).	40 min
break	Refreshments	Water/fruit platter. Move to small group locations.	5 min
small group	Group questions and sharing	See group time and <i>about this session</i> for questions.	45 min
	Group closing	Sum up. Briefly remind participants about the 'at home' journal tasks.	7 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact Fitness Instructor to debrief and confirm brief for <i>Sessions Three and Four</i> .	

session three outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Assemble for group physical activity	Have water available, but not tea/coffee. Confirm brief of fitness instructor (S3 & S4).	Until starting time
large group	Physical activity session	Led by fitness instructor: Group walk (or alternative, see about this session - for the fitness instructor for details).	45 min
break	Refreshments	Water/fruit platter.	5 min
large group	Welcome and announcements	Based on Fitness Instructor briefing, mention what to bring for next session - suitable for the strength training class organised for <i>Session Four</i> . Next week's session starts with teaching.	5 min
	Teaching	Nutrition: fuel for the body DVD.	34 min
break		Move to small group locations.	5 min
small group	Group questions and sharing	See group time and about this session for questions.	50 min
	Group closing	Sum up. Briefly remind participants about the 'at home' journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Session Four</i> and <i>Five</i> .	

session four outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Refreshments	Tea/ coffee, etc.	Until starting time
large group	Welcome and announcements	Based on fitness instructor briefing, mention what to bring for next session - suitable for the fitball exercise class organised for <i>Session Five</i> . Next week's session starts with physical activity.	5 min
	Teaching	Introduction to strength training DVD.	34 min
break		Move to location for physical activity. Confirm brief of fitness instructor (S4 & S5).	5 min
large group	Physical activity session	Led by fitness instructor: Strength training class (see <i>about this session - for the fitness instructor</i> for details). Equipment needed: hand weights and fitballs (optional).	45 min
break	Refreshments	Water/fruit platter. Move to small group locations.	5 min
small group	Group questions and sharing	See <i>group time</i> and <i>about this session</i> for questions.	50 min
	Group closing	Sum up. Briefly remind participants about the 'at home' journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Sessions Five</i> and <i>Six</i> .	

session five outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Assemble for group physical activity	Have water available, but not tea/coffee. Confirm brief of fitness instructor (S5 & S6).	Until starting time
large group	Physical activity session	Led by fitness instructor: Fitball exercise class (see <i>about this session - for the fitness instructor</i> for details).	45 min
break	Refreshments	Water/fruit platter.	5 min
large group	Welcome and announcements	Based on fitness instructor briefing mention what to bring for next session (water, appropriate attire, hand weights, etc.) depending on the mode of physical activity organised for <i>Session Six</i> . Next week's session starts with physical activity. Eating for reasons other than hunger DVD.	5 min
	Teaching		25 min
break		Move to small group locations.	5 min
small group	Group questions and sharing	See <i>group time</i> and <i>about this session</i> for questions.	60 min
	Group closing	Sum up. Briefly remind participants about the 'at home' Journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Session Six</i> and <i>Seven</i> .	

session six outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Assemble for group physical activity	Have water available, but not tea/coffee. Confirm brief of Fitness Instructor (S6 & S7).	Until starting time
large group	Physical activity session	Led by fitness instructor: Group walk (or alternative, see about this session - for the fitness instructor for details).	45 min
break	Refreshments	Water/fruit platter.	5 min
large group	Welcome and announcements	Based on fitness instructor briefing mention what to bring for next session (water, appropriate attire, hand weights, etc.) depending on the mode of physical activity organised for <i>Session Seven</i> . Next week's session starts with physical activity.	5 min
	Teaching	Weight management DVD.	29 min
break		Move to small group locations.	5 min
small group	Group questions and sharing	See group time and about this session for questions.	55 min
	Group closing	Sum up. Briefly remind participants about the 'at home' Journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Session Seven</i> and <i>Eight</i> .	

session seven outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Assemble for group physical activity	Have water available, but not tea/coffee. Confirm brief of fitness instructor (S7 & S8).	Until starting time
large group	Physical activity session	Led by fitness instructor: Circuit class (or alternative, see about this session - for the fitness instructor for details).	45 min
break	Refreshments	Water/fruit platter.	5 min
large group	Welcome and announcements	Based on fitness instructor briefing mention what to bring for next session (water, appropriate attire, hand weights, etc.) depending on the mode of physical activity organised for <i>Session Eight</i> . Next week's session starts with physical activity.	5 min
	Intro to teaching	If possible stream the Dove web video clip 'Evolution' (see about this session for details). Because you are worth it DVD.	2 min
	Teaching		34 min
break		Move to small group locations.	5 min
small group	Group questions and sharing	See group time and about this session for questions.	50 min
	Group closing	Sum up. Briefly remind participants about the 'at home' Journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Session Eight</i> and <i>Nine</i> .	

session eight outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Assemble for group physical activity	Have water available, but not tea/coffee. Confirm brief of fitness instructor (S8 & S9).	Until starting time
large group	Physical activity session	Led by fitness instructor: Group walk (or alternative, see about this session - for the fitness instructor for details).	45 min
break	Refreshments	Water/fruit platter.	5 min
large group	Welcome and announcements	Based on fitness instructor briefing mention what to bring for next session (water, appropriate attire, hand weights, etc.) depending on the mode of physical activity organised for <i>Session Nine</i> . Next week's session starts with physical activity.	5 min
	Teaching	When the going gets tough DVD.	27 min
break		Move to small group locations.	5 min
small group	Group questions and sharing	See group time and about this session for questions.	55 min
	Group closing	Sum up. Briefly remind participants about the 'at home' Journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Session Nine</i> and <i>Ten</i> .	

session nine outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Check appropriateness of physical activity equipment and first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Assemble for group physical activity	Have water available, but not tea/coffee. Confirm brief of fitness instructor (\$9 &\$10).	Until starting time
large group	Physical activity session	Led by fitness instructor: 2 minute step re-test. Circuit class (or alternative, see <i>about this session</i> - for the fitness instructor for details).	45 min
break	Refreshments	Water/fruit platter.	5 min
large group	Welcome and announcements	Based on fitness instructor briefing, mention what to bring for the final session (group walk). Next week's session starts with teaching.	5 min
	Teaching	Essential women's health issues DVD.	34 min
break		Move to small group locations.	5 min
small group	Group questions and sharing	See <i>group time</i> and <i>about this session</i> for questions.	50 min
	Group closing	Sum up. Briefly remind participants about the 'at home' Journal tasks.	5 min
after session	Debriefing	Opportunity for support, problem solving and ongoing training.	15 min
post session	Debrief/brief	Contact fitness instructor to debrief and confirm brief for <i>Session Ten</i> .	
	Final session preparation	Ensure medals and equipment are ready for <i>Session Ten</i> .	

session ten outline

	activity	materials/process	time
pre-arrival	Preparation	Room set up and equipment. Ensure all medals and equipment are ready for the Medal Ceremony. Check first aid kit availability. Run through responsibilities. Prayer as appropriate.	As appropriate
arrival	Refreshments	Tea/ coffee, etc.	Until starting time
large group	Welcome and announcements	Final session – congratulations! Plans for continued support or group physical activities.	10 min
	Teaching	The journey ahead DVD.	17 min
break		Move to location for physical activity. Confirm brief of fitness instructor including timing.	5 min
large group	Physical activity session	Led by fitness instructor: Group walk (see <i>about this session - for the fitness instructor</i> for details).	(25)-30 min
	Set up	Group members participate on a walk while facilitators set up the Medal Ceremony (see <i>about this session</i>). Paper ribbon, chairs, platform, medals and camera (optional) required.	
large group	Medal ceremony	Led by facilitators: Repeat medal ceremony for each group member (see <i>about this session</i>). Finish with a group photo.	25-(30) min
break	Refreshments	Water/fruit platter. Move to small group locations.	5 min
small group	Group questions and sharing	See group time and about this session for questions.	50 min
	Group closing	Close with celebration and prayer.	5 min
after session	Debriefing	Celebrate!	15 min