

## **Aerobic Exercises Facilitation Guide**

This guide will help you through the process of preparing for and facilitating the workshop, followed by how to evaluate the success of the workshop. Prior to the workshop, it is essential that you prepare yourself well in advance so that you feel as comfortable as possible with what needs to be done before, during and after to help mitigate any potential surprises.

There are a number of resources associated with this workshop. They are as follows:

- Aerobic Exercises - Facilitation Guide
- Aerobic Exercises - Presentation
- Aerobic Exercises - Workshop Plan
- Aerobic Exercises - Workshop Guide
- Get Active Questionnaire
- Workshop Sign-In Sheet
- Workshop Evaluation Form

### **1. PREPARE**

You will want to make sure to read through and print:

- a. this document (**Aerobic Exercises - Facilitation Guide**)
- b. the **Aerobic Exercises - Workshop Plan**
- c. the **Get Active Questionnaire**, **Aerobic Exercises - Workshop Guide** - one per each participant, with a few extras

### **2. ORGANIZE**

- a. Decide on a co-facilitator and discuss how you will work together
- b. Check to make sure that the PowerPoint (**Aerobic Exercises - Presentation**) for this workshop will work on your computer
  - i. You will want to do this, ideally, the day before the workshop so that if an unexpected issue arises, you will have time to address it without ample time.
- c. You will also want to print off a copy of the **Workshop Sign-In Sheet**
- d. The **Workshop Evaluation Form** can be sent out as part of an email or printed out and distributed within the workshop for more immediate feedback.
- e. For each participant, they will require a pen or pencil to participate in the activities and complete their workshop guides.

### 3. ROOM SET-UP

For this workshop, the learning activities require a lot of movement as the participants will be engaging in physical activity with some elements of writing

- a. We recommend setting up the room to have rows of chairs for all participants, which can be moved and spread out when needed
- b. Setting up some tables around the room will be helpful for specific activities which may require some writing, particularly during the Starter and Cool-down Activities
- c. Once the tables and chairs have been set up, you will want to distribute the workshop guides (one at each chair) as well as the pens/pencils.
  - i. This will make it easier for participants to enter into the room and begin the workshop without interruptions.

### 4. THE WORKSHOP

At the beginning of the workshop, as the participants are arriving

- a. Greet participants at the door
- b. Encourage attendees to find their seats
- c. Encourage attendees to begin the *starter activity*
- d. Direct attendees to sign-in

#### FYI



This image will indicate that there is a question to be asked to the group to help the transition between slides or to engage the group in an activity.



This image will indicate that there is an activity for the participants.

#### Slide 1 - Title Slide

- You will probably want this slide up before the start of the workshop so that as participants enter the room, they know they are in the right location
- Transition to Slide 2 when the workshop has officially begun

#### Slide 2 - Starter Activity



- encourage participants to begin the starter activity when they take their seats
  - circulate around the room so that you can help anyone who is having difficulty completing the activity - give the group 2 minutes to complete the activity
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- This is also the time when you will pass out the **Workshop Sign-In Sheet**

#### Slide 3 - Agenda

- Once the starter activity is complete, review the agenda for the workshop

#### Slide 4 - Learning Objectives

- review the learning objectives with the group
  - set the tone for the workshop by engaging the participants in volunteering to read the objectives aloud, ideally having a different volunteer read a single objective
  - These will identify specifically what the participants should expect to know by the end of the workshop
  - The **Aerobic Exercises - Workshop Guide** has been designed to help the participants achieve this goal

#### Slide 5 - How to navigate the slides

- Reviewing the structure of the slides will help the participants quickly navigate the information presented
- This slide should help you relay the information from each slide more efficiently

#### Slide 6 - Workshop Guide

- Encourage the participants to complete the **Aerobic Exercises - Workshop Guide** over the course of the workshop as it will allow them to consolidate their learning

#### Slide 7 - Exercise Guidelines

- Section title slide used to indicate the start of the next section of the presentation.

#### Slide 8 - Exercise for Bone Health

- Review these key points regarding the recommendations by Osteoporosis Canada
- To review the material covered on the slide, you can either choose to briefly summarize the slide yourself or have volunteers read the bullet points to the rest of the group.
  - The recommendation is to always be as participant-centric as possible and engage the participants in as much of the learning process as possible.

#### Slide 9 - What is Aerobic Exercise?

- Review the definition of strength training with the participants by briefly summarizing the slide
  - Encourage the participants to consider what was previously stated in response to the previous activity with the information presented on this slide

#### Slide 10 - How much aerobic exercise do I need?



- Encourage participants to discuss with the person beside them
  - How much aerobic exercise do you complete per week?
  - What motivates you to participate in aerobic exercise?
  - What are some barriers that prevent you from participating in aerobic exercise?
- Participants should record their ideas in their **Aerobic Exercises - Workshop Guide**

#### Slide 11 - Canadian Physical Activity Guidelines

- Review the Canadian Physical Activity Guidelines and briefly compare this slide to the responses you received from the previous question and highlight the aspects that were successfully identified.
- The goal of these early slides in this section is to draw from the previous knowledge of the participants
  - We want to engage them to build upon what they already know so that they can make meaningful connections between old and new concepts while challenging any misconceptions they might have previously held

#### Slide 12 - Weight-bearing Aerobic Exercise

- Review what weight-bearing aerobic exercise with the participants by briefly summarizing the slide or by encouraging the participants to volunteer to read the bullet points aloud

#### Slide 13 - Nordic Pole Walking

- Review an example of weight-bearing aerobic exercise - nordic pole walking
- Discuss with participants whether this sort of activity would be appealing and if not, why it is not appealing



**What are some types of weight-bearing aerobic activities that you have engaged in or that you enjoy in your spare time?**

- Encourage participants to briefly share some ideas with the group about different types of activities that everyone can use

#### Slides 14-15 - Benefits of Aerobic Exercise

- Review the benefits of aerobic exercise with the participants by briefly summarizing the slide or by encouraging the participants to volunteer to read the bullet points aloud

#### Slide 16 - Monitoring Intensity

- Review with participants how to monitor their workout intensity by briefly reviewing how to measure their exertion
  - NOTE: a moderate-intensity walk is a brisk walk - similar to when trying to catch a bus or late for a meeting
- Remind participants to start slowly when beginning a new workout routine

#### Slide 17 - Keeping Safe

- Review how to monitor intensity in a more graphical format
- Remember to emphasize the need for safety while still trying to challenge oneself physically

#### Slide 18 - Getting Started



- Review the FITT Principle with the participants and encourage them to record the acronym in the appropriate section of their Aerobic Exercise - Workshop Guide
- Remind participants to establish a routine first and then address the intensity of the workout, focusing on proper technique and posture

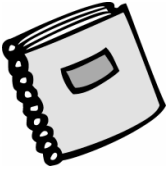
#### Slide 19 - Before You Start Exercising

- Remind participants to check with their healthcare provider before they start any exercise program and to ensure that it is right for their needs

#### Slide 20 - SMART Goal Setting

- Section title slide used to indicate the start of the next section of the presentation.
- Read the title of the section and transition to the next slide

#### Slide 21 - Planning and Goal Setting



- Encourage participants to consider the following and begin to write down their ideas into their **Aerobic Exercises - Workshop Guide**
  - decide how you want to continue with safe movement and bone health exercise
  - identify how you will take action to benefit from the information you have learned
  - identify goals that will help you stay motivated
- They should continue to work on these questions even after they leave the workshop and ideally should revisit these ideas periodically

#### Slide 22 - How do I set goals?

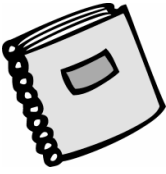


- Encourage participants to complete the fill-in-the-blank activity in their **Aerobic Exercises - Workshop Guide**
- Discuss briefly each of the 5 elements of the SMART goal system and how it can help them create realistic and achievable goals that will set them up for success

#### Slide 23 - Hints to Stay Motivated

- Review the hints to stay motivated while they engage on this journey
  - It is important to highlight that this is a journey and will take time and to be patient with themselves
- To review the material covered on the slide, you can either choose to briefly summarize the slide yourself or have volunteers read the bullet points to the rest of the group.
  - The recommendation is to always be as participant-centric as possible and engage the participants in as much of the learning process as possible.

## Slide 24 - Cool-down Activity



- Encourage participants to review their “How Active Are You?” quiz from the starter activity in their **Aerobic Exercises - Workshop Guide**
  - Participants should consider the following questions and record their responses in the appropriate section of their **Aerobic Exercises - Workshop Guide**
    - What changes do you need to make to your daily routine?
    - How can you make these changes?
  - Once they have completed this analysis, encourage participants to create a SMART goal for improving their exercise routine that they can work towards over the next week.
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- The Cool-down Activity is an important part of the learning process as it helps the participants make meaningful connections between previous knowledge and new knowledge, but it also encourages reflection and opportunities for development and improvement

### 5. AFTER THE WORKSHOP

Following the workshop, it is important to gather as much feedback as possible so that you can determine how successful the workshop was at meeting the learning objectives and your own goals.

- a. Encourage participants to complete the **Workshop Evaluation Form** or your own evaluation form and have them submit the form before they leave the workshop or via email following the workshop
  - i. Collect these responses and use them to help improve future workshops
- b. Engage in a self-reflection activity following the workshop as a method of evaluating its success

#### Self-Reflection Activity

One effective tool is to assess the workshop in terms of two statements:

1. “What went well?”
  - Identify ALL of the positives aspects of the workshop and even aspects that surprised you
    - which activities went according to plan, which questions elicited a positive response from the participants or even what are some issues/concerns that you handled well
2. “Even better if...”
  - Identify which areas or aspects of the workshop could use some development or improvement and how would you change them the next time you ran this workshop

What went well?

Even better if...