



FACE YOUR *Health*

PRE-LEARNING SESSION CHECKLIST

<p>4 to 6 Weeks in Advance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Practice conducting a learning session. <input type="checkbox"/> Attend training sessions, if offered.
<p>2 to 4 Weeks in Advance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Secure a meeting location and schedule the session.
<p>1 to 2 Weeks in Advance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Promote the session to recruit participants. <ul style="list-style-type: none"> <input type="checkbox"/> Reach out to local organizations and community partners. <input type="checkbox"/> Invite women through word-of-mouth and social networks. <input type="checkbox"/> Print and display Face Your Health posters in your community. <input type="checkbox"/> Promote the session on your website and social media.
<p>1 to 2 Days in Advance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Face Your Health lesson plan and flip chart. <ul style="list-style-type: none"> <input type="checkbox"/> Practice what you will say aloud. <input type="checkbox"/> Practice using the games and reviewing the handouts. <input type="checkbox"/> Call women to confirm. <input type="checkbox"/> Confirm the meeting location. <input type="checkbox"/> Make copies of the materials you need. <input type="checkbox"/> Purchase or prepare snacks or gifts, if you are providing them.
<p>Day of Session</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Gather session materials: flip chart, games, handouts, and follow-up forms. <input type="checkbox"/> Make reminder calls. <input type="checkbox"/> For a group session, arrive an hour early to set up.