

➔ Scheduling a Session



- Be patient setting up sessions... my regular monthly session took 3 years to build!
- Use the help offered by GrapeVine staff
- Invite anyone & everyone (even friends)
- **No group is too small - one person can make a huge difference!**
- Include and encourage diversity in attendants
- **Try to find places where women already congregate (Community Centers, libraries, YMCA/YWCA)**
- Any excuse to gather is a good reason
- Reminder to registrants two days earlier is very helpful
- Anticipate more/less people than who registered

➔ What to Bring



- Extension cord
- Pens
- Extra materials
- Clipboards for sign-in
- Light food/refreshments
- Water bottle
- Contact info and business cards
- Someone to help with check-in and handouts (could be a student who needs volunteer hours)

➔ Preparation



- Review materials and slides beforehand, at least twice
- Dress appropriately for the temperature
- **Arrive early to get familiar with the room and equipment**
- Always check your technology ahead of time and be prepared for "plan B"
- Be prepared for technical difficulties and be willing to just follow the printed powerpoint slides
- Check your audio and visual needs prior to your presentation
- Load any video clips separately before the class so you have another option if the link doesn't work



GRAPEVINE SESSION PRESENTATION TIPS

Collected from partners during the 2018 Annual Survey

➔ Facilitation

- Bring along a local expert to offer additional information and to answer questions
- Present with a friend- there is always someone who needs extra attention, and then all who come are greeted/thanked
- **If nervous, do a session with someone helping you**
- Start on time, and be aware of the clock
- Plan on people walking in late
- Make time for questions and answers
- May need to tell the audience to "save questions for the end," if they are chatty or like to tell personal stories
- Find out some things about your audience: the number of participants, their ages, etc.
- **Don't read every word; gauge your session to your audience**
- Feel free to add in personal stories to get points across – people love to relate to others
- Encourage participation from everyone
- Speak slowly and loudly
- Visual items work great
- Go with the flow
- It's not the end of the world if you don't know the answer to a question. Don't be afraid to say "I don't know," & follow up with an answer later
- Practice saying ahead of time, "I cannot give out medical advice. Please check with your medical provider."

Wrapping Up



- **Ask if you can take a photo of the group**
 - Explain why it is important to complete the session survey
 - **Don't give the incentive until the end, AFTER participants complete the survey**
 - Make sure both sides of the survey are completed
 - Use folders to organize handouts and resources
 - Provide local resources in your area
 - Choose a few handouts for everyone, then set up a resource table - some people want to browse to learn and not take home as much paper even though excellent resources
 - Give all handouts at the beginning in a packet
 - Take notes to use when submitting your Session Report Form
 - **Return your Session Report Forms to the WWHF right away**
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UNIT SPECIFIC TIPS



Bone Health

- Empty dairy containers to show the amount of calcium. People are surprised to see calcium in heavy cream.
- The fun bone facts provided with the nurse presentation resources are great. I have started to use them in other presentations.
- Do your best to model easy but important exercises that can be done anywhere with the resistance band.
- We have offered to stay after to go over some of the exercises using the bands to make sure they know how to correctly use them!

Brain Health

- I have brought a cauliflower for this unit (represents the average size of a human brain).

Breast Health

- Check to see if the Breast Simulator is available from WWHF, my attendees loved it!

Diabetes Prevention

- I bring my NASCO food samples to especially highlight variety and color of veggies.
- I bring an empty plastic soda bottle (16 oz) with sugar in it to depict how much sugar is in a serving of soda.

Gynecologic Cancers

- This is a serious and important topic. However, the subject is still uncomfortable for many women to talk about. Try to make it light-hearted and create a safe place for discussion.

Heart Health

- I like bringing the enlarged slide showing the heart and a clogged artery and heart attack.
- I like to share a MyPlate example.

Mental Health

- The audience loves the self-assessments.
- People may not engage in the audience participation part so have a backup plan.

Opioid Misuse Prevention

- Allow for enough time, people were very engaged with this topic and had a lot of questions.

Oral Health

- I asked a local dental hygienist to attend my session to help answer questions.