



Ready... Set... Plan!

Introduction

Ready, Set, Plan! (RSP) is an opportunity to bring people together to talk about family health in community-based conversations. It combines important health information with engaging activities. This challenges the participants to apply the curriculum to their every day lives.

Ready, Set, Plan! aims to connect a host of community partners including healthcare providers, community-based organizations, faith-based organizations, individuals, local activists and other small groups. Through these connections, men and women of childbearing age in northeastern North Carolina will be better equipped to begin planning a healthy family and a healthy future.

Ready, Set, Plan! focuses on general, mental and reproductive health. Ready, Set, Plan! (also referred to as RSP) includes a kit equipped with health modules and many resources that can help you create a healthier life.

Acknowledgements

Ready, Set, Plan! is part of a community-based initiative in six northeastern North Carolina counties (Edgecombe, Gates, Halifax, Hertford, Nash and Northampton) that focuses on helping people have and plan healthy families.

Ready, Set, Plan! is a partnership between the North Carolina Department of Health and Human Services, Division of Public Health - Women's Health Branch, CARE-LINE, Center for Health and Healing, and the North Carolina Healthy Start Foundation.

The North Carolina Healthy Start Foundation is grateful to the many organizations for their feedback, input and suggestions in the development of the resources and materials used in this project.

The North Carolina Healthy Start Foundation also thanks the Community Advisory Board for its generous donation of time and expertise.

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Table Of Contents

Introduction

Ready, Set, Plan! Routes	4
Your Role As A Community Health Coach	5
What You Can Do	6
The Role Of The North Carolina Healthy Start Foundation.....	7
Your RSP Kit	8
Training Tips	12
Sample Agenda.....	13
Ice Breakers	14
Developing A Game Plan	15
RSP Talking Points	17

Routes

Route To Health And Wellness	Tab 1
Route To Emotional Health And Wellness	Tab 2
Route To Planning A Family	Tab 3
Sample Materials	Tab 4

Are You Ready?

What's Your Plan?

The routes help people make choices about how to have a healthy life and a healthy family.

Ready, Set, Plan! Routes

Ready, Set, Plan! (also referred to as RSP) takes three routes to a healthier life and a healthier family.

1. Health and Wellness Route
2. Emotional Health and Wellness Route
3. Planning A Family Route

All of the routes share the same goal of bringing people together to talk about the importance of family health and family planning in community-based conversations.

All of the routes ask the questions “Are You Ready?” and “What’s Your Plan?” The “Are You Ready?” questions focus on choices people make that impact their health and the health of their families. The “What’s Your Plan?” questions prompt people to make decisions on what they can do to be healthier.

The training materials you receive will give you different ideas on how to talk about each of the routes. You can present the routes in any order. You might want to focus on the Emotional Health Route first or only the Planning A Family Route. That’s up to you. Ready, Set, Plan! is your project. We encourage you to use the training materials in your own way.

Introduction

Your Role As A Community Health Coach

Your role as a Community Health Coach is to raise awareness of health challenges and health resources in your community. You will talk with people about the importance of being healthy for themselves, their families and for the children they may have someday.

Community Health Coaches are charged to use good judgment and to exercise confidentiality at all times. Before you start, think about how you feel about the particular topic you are presenting and decide if you want to share anything personal. Be prepared to answer questions from participants based on the facts. Use their curiosity to get them to talk about what they think or what they could do.

As a Community Health Coach, you will play an active and important role in providing valuable information that can change and enhance people's lives for a lifetime.

Thank you.

Your Role

Talk about the routes in presentations, counseling sessions, organizational meetings, community meetings, special events, health fairs, etc.

For You To Use

- Routes Flip Chart
- *My Health Journal* (for women)
- *Body Maintenance Manual* (for men)
- RSP Action Plan handout

What You Can Do

Ready, Set, Plan! (also referred to as RSP) provides you, the Community Health Coach, with a variety of free materials. You can use the materials in many ways depending upon the amount of time or number of sessions you have, and what most interests your group.

The Routes Flip Chart, described in more detail on page 8 in this section, helps you get the conversation going. There are numerous activities you can choose to do that relate to the flip chart topics.

Some of the flip chart activities refer to using *My Health Journal* (for women) and the *Body Maintenance Manual* (for men). These free publications allow people to personalize their health plans and record important health information.

The RSP Action Plan handout is designed for participants to use as a log. It contains the various health goals and actions necessary for the participants to make changes for themselves. Activities referred to in the flip chart and in this manual encourage participants to write letters, record their thoughts and make lists. The RSP Action Plan handout also provides space for participants to create an Action Plan—the first step in making positive lifestyle changes.

The Role Of The North Carolina Healthy Start Foundation

The North Carolina Healthy Start Foundation is excited about the development and implementation of Ready, Set, Plan! (also referred to as RSP). We are committed to offering training and informative, easy-to-use materials in Edgecombe, Gates, Halifax, Hertford, Nash and Northampton Counties.

We will offer:

- sessions to train Community Health Coaches for any community-based organization located in the six-county area.
- an RSP Kit that includes: a Coach's Manual, Routes Flip Chart and Tool Box complete with resources.
- free education materials to support the work of the Community Health Coaches and the organizations participating in Ready, Set, Plan!
- consultation and technical assistance, where possible, to support the trained Community Health Coaches.
- accurate and updated health related information.



RSP Kit Contents

- 1 Routes Flip Chart
- 1 Coach's Manual
- 1 Tool Box

Your RSP Kit

As a Community Health Coach, you do not need to be a “health and wellness expert!” This project gives you all the materials you need to be successful.

Take time to look through your RSP Kit and become familiar with it. It includes three components: a Routes Flip Chart, this Coach's Manual and a Tool Box with resources, handouts, incentives and training aids. Being familiar with the materials is essential for having successful presentations, discussions and other activities.

Routes Flip Chart

The Routes Flip Chart is a ready-to-go presentation on all three routes. The pages of the flip chart have talking points and activities to provide further information.

The Routes Flip Chart is easy to use because the speaking notes are already done for you. There are pictures of the resource materials in the speaking notes to help remind you which materials may be helpful to use in your training.

The Routes Flip Chart is designed for you to show a small audience of about 12-15 people the front pages while you see the speaking notes on the back pages. The back pages also explain how to do the activities. If you have a larger group, use the PowerPoint presentation on the CD found in your Tool Box.

The best way to get ready to use your Routes Flip Chart is to set it up and read through the back pages. Then read the back pages out loud. Think about how to make this your own presentation. What pages do you want to spend extra time on? What pages do you want to be sure to talk about?

The Routes Flip Chart presentation is designed to take about 45 to 60 minutes. If you don't have that much time, pick one or two of the routes to talk about.

Have more time? Then add an activity from the back of your Coach's Manual.

Introduction

Your Coach's Manual

Your Ready, Set, Plan! Coach's Manual is a helpful resource. Use it to help plan your presentations and learn more about the route topics. There is a section for each route: Health and Wellness, Emotional Health and Wellness and Planning a Family.

In each section you will find:

Activities: There are several types of activities in the different sections of the manual which allow you to:

- guide group discussions on many topics.
- learn more about related health topics.
- guide participants in writing personal goals in their RSP Action Plan handout.
- guide participants in recording and tracking checkup results from medical visits and recording their personal and family health history.

You can use these activities to expand your Routes Flip Chart Presentation and as a way to start discussions. The activities are designed to stand alone and can be used over a period of weeks or months. The Table of Contents for each section lists the activities. Types of activities are listed on the outside columns of the activities pages.

Types Of Activities

- Discussion
- Learn More
- Presentation
- Reflection
- Writing

Training Aids

- Flip Chart
- *My Health Journal*
- *Body Maintenance Manual*
- Birth Control Flashcards
- PowerPoint Presentations
- Incentives
- Handouts

Your Tool Box

The Tool Box has three sections of resources: Publications, Handouts and Training Aids.

Publications

There are a number of free publications you can order from the North Carolina Healthy Start Foundation to use with your presentations. The Free Publications handout in your Coach's Manual provides a picture and description of each material.

Publication Order Form

Complete and send an order form to the North Carolina Healthy Start Foundation to get more materials. Plan ahead. Allow three weeks for delivery.

Handouts

You will find a supply of handouts mentioned in the Routes Flip Chart. A master copy of each is in your Tool Box so you can make more handouts for future group sessions.

Training Aids

- The Flip Chart includes basic information on the three routes and can be used in one session or divided up and covered in several sessions.
- *My Health Journal* provides health information for women; space to record their appointments, test results, family history, questions to ask their healthcare providers and their plan for living a healthier life.
- The *Body Maintenance Manual* tells men what they need to do to keep their bodies healthy and strong.
- The RSP Action Plan handout is a place for participants to write health goals, record thoughts and make lists as they reflect on their health and start to make positive lifestyle changes.

Introduction

Incentives

Incentives are included to help participants think about answering the questions Are You Ready? What's Your Plan? They can be given to individuals who participate in your activities, who meet a specific challenge you give them, or as a thank you for participating in Ready, Set, Plan!

Incentive Order Form

Read your Incentive Order Form carefully for guidelines on how to order more incentive items for future sessions. Complete and send the order form to the North Carolina Healthy Start Foundation. Plan ahead. Allow three weeks for delivery.

Send Orders To

Ready, Set, Plan!
N.C. Healthy Start Foundation
1300 St. Mary's Street
Suite 204
Raleigh, NC 27605

Fax: 919-828-7470

Be prepared.

Check materials.

Begin on time.

Training Tips

- Plan your presentation at least a week ahead. Think about how you can engage the audience with a combination of the Routes Flip Chart, activities and discussion questions.
- Practice using your Routes Flip Chart. Talk out loud.
- Prepare an agenda and plan how long you will spend on each item. A sample agenda is on page 13.
- Remember to plan bathroom breaks and refreshment breaks if you will meet for more than two hours.
- Leave enough time after the presentation to lead a group discussion.
- Gather the materials you will need for the activities you selected.
- Make photocopies of the handouts you need.
- If your presentation is for a large group (16 or more), be prepared to use your PowerPoint presentation on the CD in your Tool Box. Check to see if you have a working laptop and LCD projector for your PowerPoint presentation.
- Begin on time. End on time UNLESS you check with the group and they want to extend the time.

Introduction

Sample Agenda

1. Welcome and Introductions

- Introduce yourself to the group, even if you know them.
- Explain the schedule for the day.
- Tell them about what you are helping people to do. As their Community Health Coach you are going to connect them to valuable resources and services that will help them have a healthy life and a healthy family.
- Have everyone introduce themselves. Use an ice breaker activity if time allows. Sample Ice Breakers are found on page 14.

2. Make your presentation

3. Lead a discussion

4. Do activities

5. Have participants start their RSP Action Plan handout

6. Allow time for questions and answers

7. Wrap up and adjourn

If your presentation continues on another day, remind the group of the date, time, place and topic. If necessary, give them directions to the next meeting location.

Helpful Hints

This is a sample agenda you can use to guide your route sessions.

Materials Needed

- Ice breaker handout
- Copies of the agenda
- Any materials you will use in the route you are talking about

Getting Started

Use an icebreaker at the start of your presentation and have fun with your group.

Ice Breakers

- **Finish The Sentence** — Ask each person to complete one of these sentences (or something similar):
 - The best job I ever had was ...
 - The worst project I ever worked on was ...
 - The riskiest thing I ever did was ...

You can also move on to a new subject by asking a leading question. For example if you want to talk about stress, ask people to finish the sentence, "The time I felt most stressed because I did not plan was ..."

- **Fantasy Life** — Ask each person to introduce the person to the right of them. Ask them to try to come up with a funny, outrageous tale or fantasy introduction, with only their partners name being the truth. For example: "This is Suzy Q, she just got off the Space Shuttle Discovery, in her free time from being an astronaut, she trains for the Olympics in body building and raises pet tigers. She also likes to race cars in the Indy 500 on the weekends."
- **What Do We Have In Common?** — Split the participants into pairs. Give each pair 30 seconds to think of five things they have in common. At the end of the 30 seconds, put two pairs together and give the group a minute to find something all four participants have in common other than being at this session or working at the same agency. Finally, each group can present the things they have in common.
- **Famous People** — As people arrive, tape a 3 x 5 index card on their back with the name of a famous person. They must circulate in the room and ask questions that can ONLY be answered with a YES or NO to identify clues that will help them find out the name of the person on their index card. Examples: Oprah, Madonna, Santa Claus, Angelina Jolie, the Pope.
- **Dream Vacation** — Ask participants to introduce themselves and describe details of the ideal, perfect dream vacation.

Developing A Game Plan

Congratulations, you have made a great decision to become a Community Health Coach. As a Community Health Coach, you will receive a wealth of resources that can be used to help make your community healthier. You now have the special privilege of sharing these resources and information with as many people as you can.

Many Community Health Coaches wear several hats. As a member of your community, you will want to find opportunities to share this information with other community-based organizations, faith-based organizations, healthcare providers, individuals, local activists and small groups.

In addition, you may be involved, or work, with faith-based organizations that provide services in your community and which may have a relationship with your organization. Consider ways to share Ready, Set, Plan! information and activities with them.

Who will you train?

Young adult women and men between the ages of 15 and 44.

Ask yourself, “Where can I reach this age group in my community?”

See page 16 for some ideas.

Developing A Game Plan (continued)

Here are some ideas where you can reach this age group in your community.

Community - based

- Smart Start and Head Start parent meetings
- Child care parent meetings
- Sororities and fraternities
- College campuses (i.e. Student Services Director)
- Local health departments
- Adult social clubs
- Adult care homes
- Community support groups
- Girl Scouts, Boy Scouts, 4-H teen and parent groups
- Sunday school classes
- Church youth groups
- Women church ministries
- Men church ministries
- Health and first aid church ministries

Faith - based organizations

- Sunday school classes
- Church youth and young adult groups
- Women church ministries
- Men church ministries
- Music and Fine Arts ministries
- Usher ministries
- Health and first aid ministries
- Child care parent meetings
- Sororities and fraternities
- College campuses (i.e. Student Services Director)
- Local health departments
- Adult social clubs
- Residential group homes
- Community support groups
- Girl Scouts, Boy Scouts, 4-H teen and parent groups

Your local Chamber of Commerce, United Way office, community college student services director, Smart Start office and Head Start office are great resources to use when looking for contact information to reach these groups.

Spread the word. Let the media help you.

Check with the other community-based organizations to find out if other young adults from the community can be invited. If so, announce the training in the newspaper, radio, community newsletters, community-based newsletters or using the Internet.

Introduction

RSP Talking Points

How can you introduce yourself?

I am a trained Community Health Coach working with a new project called Ready, Set, Plan!

What is Ready, Set, Plan!?

Ready, Set, Plan! (also referred to as RSP) is an opportunity to bring members of the community together to talk about individual and family health. This community-based initiative combines group discussion and learning activities that help individuals plan for a healthy family.

Who is involved with Ready, Set, Plan!?

There are quite a few people working on Ready, Set, Plan! There's a local advisory board, the Center for Health and Healing, the CARE-LINE, NC Division of Public Health - Women's Health Branch, and the North Carolina Healthy Start Foundation.

The lead organization on Ready, Set, Plan! is the North Carolina Healthy Start Foundation. The Foundation is a statewide, private, nonprofit organization dedicated to reducing infant deaths and illness and to improving the health of women and young children in our state.

The CARE-LINE, 1-800-662-7030, is for anyone in North Carolina who has questions about being healthy, planning a family or raising happy, healthy children. Friendly, well informed staff can help answer questions and help you find where to get help for health-related services. All services are free, confidential and available in English and Spanish. Free educational materials are available upon request to callers.

What's going on?

Through a federally funded grant, community-based organizations, churches, local and state organizations have come together to reach out and join together to see what can be done to help people have healthy babies and reduce the number of babies who are sick and die in our communities. Together we have developed Ready, Set, Plan! for community-based organizations.

What To Say About Ready, Set, Plan!

The questions and answers on this page and the next will help you explain what Ready, Set, Plan! is about. The answers are written as though you were speaking so you can read them out loud.

RSP Talking Points (continued)

We need to motivate and promote wellness among our women and men. We want to encourage everyone to have a life plan and to plan and prepare for their future education, home, family and income. As your Community Health Coach for Ready, Set, Plan!, we will be talking to people about the importance of being healthy for their families and the families they may have someday. We are going to do all that we can to motivate and raise awareness that healthy parents have healthy babies. We will coach you to think about your future and your plans for your future.

What do we hope to accomplish?

With all of the resources and services offered, North Carolina continues to have a high number of babies who die every year. “It takes a village to raise a child.” Well, we need to pull together to help do what we can in our own communities to lower the number of babies who die or who are born too small or too early to be healthy.

What’s happening in our communities?

We will be reaching out to as many people as we can in our communities with the messages: Are you ready? What’s your plan? What’s your plan for your health, your future, your home, your finances, your education, your job and even a baby? There will be TV and radio messages. There are posters that give people a number to call to get information and referrals about health concerns. And we hope there will be a lot of people talking about and doing something about their health and their family’s health.

Who are we talking to?

- Community-based organizations and activists
- Faith-based organizations, pastors and their churches
- Healthcare providers
- You!