

Thank you for becoming a Fidelity Coach for the Stepping On Program developed by Megan Swann and Lindy Clemson. As you know, Stepping On is an evidence-based community based program that meets one day a week for 7 weeks for 2 hours each time. It has been proven to benefit those that are community-dwelling, 70 + years old, cognitively intact, and have minimal use of a walking aid (uses a walking stick). Fidelity Coaches are experienced Stepping On facilitators who have been trained. Below are a few items you want to keep in mind as you conduct a Fidelity Coaching Session for a Stepping On Facilitator.

The intent of this tool is an aid to coaching. It's a tool to enable self-reflection and peer feedback to enable best practice. The feedback and comments are as important as the scores.

This tool will help you identify the Key Elements (see Delphi Study) that the facilitators were trained in and should be applying during each session. The questions are a "yes" or "no" or "NA" (if there was no guest speaker, etc.) answer. Please familiarize yourself with the questions and content of the session you will be observing prior to going. Ideally the Fidelity Coaching Session should be done in session 3, but sessions 4 or 5 would work also.

You will be asked to rate the co-facilitators together in each section from 1 (poor) through 5 (exceptional) and provide helpful comments. You'll also have the chance to rate the co-facilitators independently. Below are some descriptions of what 1 through 5 mean to help be consistent between fidelity checks.

1 (Poor) = Facilitator(s) not prepared, did not handout handouts when appropriate, did not have weights available, did not conduct activities as written in manual, did not recognize opportunities for Preventive Framework. Room setup was inappropriate, guest expert was not prepared by facilitator, and facilitators refuse to acknowledge the Stepping On content and actions as written in the manual. This indicates they need training and mentoring.

2 (Needs Work) = Facilitator(s) not prepared, did not handout handouts when appropriate, did not have weights available, did not conduct activities entirely, missed most opportunities for the Preventive Framework. Encouraged that the next workshop is to be facilitated with an experience facilitator that is already or has been recommended as a Master Trainer and/or Fidelity Coach.

3 (Fair) = Missing some components, did not handout handouts when appropriate, did not have weights available, activities were lead but not well prepared, missed some opportunities for the Preventive Framework.

4 (Great) = Covered most of the components in this section, and has room to grow: handouts were used appropriately, missed a few opportunities for the Preventive Framework. Could be recommended as a Fidelity Coach.

5 (Exceptional) = Covered all of the components in section as written in the manual and identified opportunities to use the Preventive Framework. Should be recommended as a Master Trainer and mentor.

How to Conduct a Stepping On Fidelity Coaching Session:

1. Observe and meet with both facilitators when giving feedback. Encourage them to contribute and reflect.
2. A good practice is if the facilitators also complete a check list to enable productive discussion.
3. The Key elements and a copy of the tool should be sent a week prior to the session in which you will be conducting the Fidelity Coaching Session. A
4. Call one week prior to you coming to confirm that the class is still on as scheduled and that you'll be attending. Be sure to check the date, time and location again, in case something has changed. Also tell the facilitator(s) to plan on staying 30 minutes after the session to talk.
5. Arrive 20-30 minutes early to the workshop and introduce yourself to the facilitators. Then place yourself quietly in the back of the room. Only speak if there is major infidelity happening with no correction happening and do so in a respectful manor so the facilitators are not embarrassed in front of the group and lose the participants' confidence and trust in their facilitators.
6. Make notes throughout the session for each of the facilitators in each section of the tool. Note what is being done well and what might need more work.
7. Meet after the session. Always ask the facilitators first the following questions:
 - a. What do you think went well for you?
 - b. What are some areas you feel you may need more practice on?
 - c. Are there any challenges that we could discuss together to help you overcome them?
8. After you have heard from the facilitators, start with areas that you noticed that could use a little work, and end with what went well. End the discussion on a positive re-enforcement for the facilitators. Some examples include:
 - a. You're on the right track, keep going.
 - b. I think once you get more comfortable with the material, you'll be even more successful as a Stepping On Facilitator
 - c. You're doing great! Keep doing what you are doing!
9. If you have to return the next session, discuss with the facilitator as to what they need to be more prepared in, and what you'll be looking for (going over the tool and the key elements). Encourage the facilitator that you are there to help them to be successful facilitators, and this is an extension of their facilitator training. As a coach, you want to make sure they have the tools/support to be successful.

Your input and partnership is valuable and is appreciated in helping to keep Stepping On a successful and reputable program. If you have any questions, concerns, or immediate concerns regarding the fidelity coaching session, please contact Megan Swann www.steppingon.com

Thank you!