

Session #: \_\_\_\_\_ Coach \_\_\_\_\_ Date \_\_\_\_\_

Facilitator \_\_\_\_\_ Aprox no. programs \_\_\_\_\_

Co-facilitator \_\_\_\_\_ First Program: Yes No

Location of Program \_\_\_\_\_ # of Participants \_\_\_\_\_

### Program Set-Up and Environment

YES or NO

- Room set up in a "U" shape with the facilitator at the top of the "U"
- Name tags for each person
- Ankle weights available for each participant
- Room had adequate light and was free of distracting noise
- There was a display that was visually appealing and had various appropriate items
- The chairs were appropriate and there was adequate room to safely do the exercises

Notes: \_\_\_\_\_

**\*Please rate this section (1=poor and 5=exceptional)**    1 2 3 4 5

### Program Facilitation

YES or NO

- Facilitator greeted participants
- Welcomed back participants
- Discussed agenda for the day
- Asked if there were any questions from the last time they met
- Reviewed Homework
  
- Asked the participant what caused the fall (week 1)
- Encouraged storytelling related to falls
- Linked content to participants personal stories
- Prompts or pictures were pointed out or passed around
- Asked participants to identify barriers in preventing that fall from happening again
- Engaged the group in coming up with solutions
- Waited for participants to give answers rather than giving answers themselves
- Conducted brainstorms so that all participants were engaged and respected others' suggestions
- Gave out the handouts at the time of the related activity
  
- Homework was assigned at the end of the session
- Prepared the group as to what will be covered in the next session

Notes: \_\_\_\_\_

**\*Please rate this section (1=poor and 5=exceptional)**    1 2 3 4 5

**Teaching and reviewing the exercises**

YES or NO

- Introduced all the exercises in the first session
- Balance and strength exercises were practiced at each session
- Participants encouraged to show their exercise booklet at each session
- Facilitator checked if exercises were done correctly
- Facilitator has learnt the exercises and understands how to progress
- Facilitator emphasis the importance of challenging balance
- Facilitator links the exercise to preventing falls and function
- Advancing exercise are introduced (week 1) and encouraged in each session.
- Weights available to use and/or explains where and how to obtain weights

Notes: \_\_\_\_\_

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***\*Please rate this section (1=poor and 5=exceptional)***    1   2   3   4   5

**Expert Speakers**     N/A this session

YES or NO

- If there was a guest speaker, they were prepared with the given outline from the Stepping On manual
- Facilitator introduces the guest speaker
- Facilitators kept the guest speaker on topic and on time
- Guest speaker engages participants in what meaningful for them
- Facilitator summarises key messages from guest speaker session
- The handouts given at the time of the related activity

***\*Please rate this section (1=poor and 5=exceptional)***    1   2   3   4   5

**Program Break**

YES or NO

- There was a break offered with morning tea
- One of the Facilitator encouraged the group to visit display table
- The Facilitator prompted discussions during the break
- If a guest speaker was present, they stayed for at least a few minutes during break

Notes: \_\_\_\_\_

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### Facilitator skills

YES or NO

- Used plain language and talked at a slow pace
- Invited feedback
- Fostered a welcoming environment and gained trust of the participants
- Kept the group focused
- Modeled storytelling and used the preventive framework
- Linked strategies and skills to personal goals
- Used optimism and positive talk

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please rate this section (1=poor and 5=exceptional) 1 2 3 4 5*

### Co-Facilitator Skills

YES or NO

- Used plain language and talked at a slow pace
- Invited feedback
- Fostered a welcoming environment and gained trust of the participants
- Kept the group focused
- Modeled storytelling and used the preventive framework
- Linked strategies and skills to personal goals
- Used optimism and positive talk

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please rate this section (1=poor and 5=exceptional) 1 2 3 4 5*

**Feedback Summary**

**What went well during the session?**

**What are some are some areas that need improvement?**

**What is your overall assessment of the Facilitator(s)?**

**What was your impression of the overall engagement of the participants?**