In-Person Session Checklist

Use this checklist to help you successfully plan and deliver a PreventT2 session each time. For specific preparation guidance for a given module, refer to the "Things to Do" checklist in each Lifestyle Coach Guide.

1. REGULAR SESSION MATERIALS	
Gather the following materials for your session:	
☐	Lifestyle Coach Guide
☐	Participant Guide (Have a copy available for each participant and yourself; Use an electronic version for virtual sessions.)
☐	Participant Notebook (This is optional; Have a copy available for each participant and yourself.)
☐	Relevant participant handouts (multiple printed copies, as needed): • Activity Log • Food Tracking Activity Log • Weekly Food Log • Weight Log • Action Plan Journal
☐	Lifestyle Coach Log
☐	Nametags or name tents
☐	Scale for weighing participants (Use the same scale each week.)
☐	Timer (watch, clock, or phone app) to keep activities within the time limits.
☐	Computer/laptop or projector (optional)
☐	Pens or pencils, as needed
☐	Paper or sticky notes, as needed
☐	Flip chart, easel or tape to hang chart paper, and markers; or white board, white board markers, and eraser (optional)

2. UPCOMING SESSION PREPARATION	
☐	Familiarize yourself with the module Lifestyle Coach Guide and Participant Guide.
☐	Check all website links in materials to ensure they take you to the desired page(s).
☐	Confirm meeting room and technology equipment for date and time of session, if needed.
☐	Review the program meeting schedule.
☐	Prepare a yearlong session calendar with meeting logistics to distribute at the first session (optional).
☐	Communicate any changes to the location or date of a session to participants in advance.
☐	Communicate with participants through your private online community, via text, or email to answer questions or initiate discussion prior to the session.

3. DAY OF SESSION	
☐	Arrive early.
☐	Arrange tables and chairs in a formation that invites large and small group discussion.
☐	If applicable, test technology (computer, projector, internet) to make sure it is working.
☐	Record any necessary information on the flip chart or whiteboard to prepare for session activities.
☐	Set up the scale in a private meeting area/room.
☐	Greet participants.
☐	Conduct weigh-ins in the private meeting area/room as participants check in.
☐	Provide each participant with their weight so they can record it in their Weight Log.
☐	Record each participant's weight in your Lifestyle Coach Log.
☐	Remind participants to record their weight in their Weight Log.
☐	Take attendance.
☐	Review participant Activity Logs and record their minutes of activity in your Lifestyle Coach Log.
☐	Remind participants to silence their cell phones during the session.
☐	Distribute participant materials and handouts, if needed.
☐	Distribute yearlong session calendar with meeting logistics during first session (optional).
☐	After the session, collect all materials and put meeting room back in order.

4. IN-BETWEEN SESSIONS	
☐	Schedule and conduct one-on-one calls or check-ins with participants, as needed.
☐	Document any concerns that you may have following your session and report it to the Program Coordinator, if applicable.
☐	Provide Lifestyle Coach Log data to the Program Coordinator.
☐	Communicate with participants through your private online community, via text, or email to keep an ongoing discussion about the session's topic.