

Healthy Living: Self-Management of Chronic Conditions Workshop

Workshop Facilitators: Overview of Fidelity Coaching Visit

Standard

All Workshop Facilitators will be observed at least once, during the first workshop they co-facilitate, by a Master Trainer or experienced Leader. Identification of serious fidelity issues may warrant follow up coaching. After the initial visit, a Workshop Facilitator with no serious fidelity issues will have one fidelity coaching visit per year.

The Purpose

The purpose of the fidelity coaching is to support the Workshop Facilitator and share ideas to ensure fidelity. It is an opportunity to strengthen the Workshop Facilitator model and to maintain the quality of the Healthy Living Workshops.

The Process

- The workshop checklist details all aspects of the 6-week program. It is a step-by-step guide for delivering the program and will be used to conduct the observation. The observer or “Coach” will send the Workshop Facilitator the workshop checklist summary sheet and the specific page for the session being observed.
- Currently there is a checklist for the 2010 curriculum and one for the 2012. Please use the checklist that corresponds with the curriculum being used.
- Prior arrangements will be made for the Coach to attend a specific session. Plan for additional time to review the summary sheet immediately following or at another date (~ 1 hour). Observers will NOT show up unannounced.
- Sessions 2, 3, 4, or 5 are best for observation.
- Workshop Facilitators should inform the group in advance that someone will be observing to ensure fidelity of the program.
- Introduce the Coach as a guest who is observing the Workshop Facilitators. The Coach is not to participate or be called upon as an “expert”.
- The summary sheet will be completed by the Master Trainer or experienced Leader. Both the Workshop Facilitators and Coach will review and sign the summary sheet after the session or at another pre-agreed upon time.
- Both the Workshop Facilitator and the Coach will maintain a copy of the summary sheet.
- Completed forms will be sent to the Institute. The Fidelity Coach may choose to keep a copy for his/her records.

Thank you for your commitment and dedication to the Healthy Living Workshops.