

SCHEDULING SELF-MANAGEMENT WORKSHOPS

Important Considerations

Essential issues to consider before scheduling a workshop:

- 1. Make sure that your workshop is not at the same competing time as other valued programs.**
A top priority for scheduling is that it does not conflict with other high value activities for your target population. Such activities include: food pantry distribution, special trips or other outside activities. If a very popular activity such as BINGO is going on at the same site at the same time you probably will not get much attendance.
- 2. Consider time of day/day of week**
In scheduling your time you have to know your community and whom you want to come. Older people generally do not like to attend classes that start too early in the day or last so late that they cannot get home before dark.
- 3. Look forward to assess time of year**
It is best to schedule programs so that they will end by the second week in Dec. and not start again until the second week of Jan. Nothing happens in the health promotion world from about Dec. 10 to Jan. 10. There are also some other holidays that you need to watch for depending on where you live and whom you are targeting. These include Thanksgiving, no programs on Wed. Thur. Fri. or Sat. of Thanksgiving week, and of course try to avoid programs that meet before long holiday weekends. If you have to skip a week to avoid a holiday it is not awful.

Also consider holidays that are not date specific as they relate to different calendars. Some examples are Easter, and the Jewish High Holidays. This web site should help you avoid cultural misunderstandings.
<http://www.interfaithcalendar.org/2008.htm>
- 4. Request 7 weeks rather than 6.** This will also allow time for Session 0, the introductory session. Or, you have the option of starting a week late or skipping a week if the need arises.
- 5. Partner with an “insider”** such as a senior center director or property manager. Link up with someone who really knows the preferences of potential workshop participants and can play an active role in recruiting them.
- 6. Build in enough time** for your announcement to be included in a monthly calendar.
- 7. Remember to submit a Workshop Information Form** to the Arizona Living Well Institute six weeks prior to the beginning of your workshop. For assistance with the Information Form, contact your mentor or coordinator. This form provides essential information to start the support process. The AZLWI uploads the workshop to the online calendar and notified the appropriate mentor who provides assistance for the facilitators.