

## **Healthy Living: Self-Management Workshops** **Includes CDSMP, CPSMP, DSMP, and Cancer Thriving and Surviving**

### **Overview of Fidelity Coaching Visit**

#### **Standard**

All Workshop Facilitators and Master Trainers will be observed at least once, during the first workshop they co-facilitate, by a Master Trainer or experienced facilitator. After the initial visit, Workshop Facilitators and Master Trainers with no serious fidelity issues will have one fidelity coaching visit per year. Facilitators trained in multiple programs only require **one** visit per year. The visit may be scheduled during any of the workshops for which they are facilitating when the visit is due. Facilitators do **not** require a fidelity visit each time they train in a new self-management program. Identification of serious fidelity issues may warrant follow up coaching. Refer to the fidelity follow-up document to identify serious fidelity issues.

#### **The Purpose**

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

#### **The Process**

- The Coaching Form identifies specific skill areas for facilitators and allows the Coach and Workshop facilitator an opportunity to identify strengths and areas of needed improvement. The observer, or “coach,” will send the Workshop Facilitator the workshop Coaching Form prior to the visit via email.
- The Coaching Form may be used with all the Self-Management programs.
- Prior arrangements will be made for the coach to attend a specific session. Plan for additional time to review the coaching form immediately following the session or at another date. Observers will NOT show up unannounced.
- Sessions 2, 3, 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 Leaders. The coach is not to participate or be called upon as an “expert”.

- The Skills boxes on page one of the Coaching Form will be completed by the Fidelity Coach during the workshop session. Both the Workshop Facilitator and Coach will review the form, complete the questions on page two after the session, and sign the on the appropriate lines.
- A copy of the signed Coaching Form will be provided to the Facilitator either at the visit (if a copier is available) or within one week.
- 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.

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