BEST PRACTICE TIPS

Your **TBH BRAIN WORKOUT 1.0** course begins right now! Here are some best practices tips to get you off to a successful start.

GET READY! Start by determining the W's of your course: Who, What, When, and Where.

WHO? Consider who will be participating in your class. Are you offering it to residents of an active aging community or members of a fitness club? At the local library or club for area residents of all ages? Once you determine who will be in your class, you can tailor the course as needed to fit their abilities. The **TBH BRAIN WORKOUT 1.0** course is designed for adults 50 and older who are cognitively independent, or without cognitive compromise that may impact their ability to benefit fully from the training.

WHAT? Decide how you would like to run the course. The **TBH BRAIN WORKOUT 1.0** course is designed for continuous, ongoing delivery across your calendar, with exercises that provide different student experiences each time they are taught. However, you can also offer the course as a 21-class series, or as a smaller series using a selection of the classes to suit the time you have available, for example as part of a summer "university" program. Need guidance selecting classes for a shorter series? We are happy to help!

WHEN? Figure out what time of day might work best for your students. We recommend offering the program at least twice during the week, on different days and at different times to give everyone the chance to fit the **TBH BRAIN WORKOUT 1.0** classes into their schedule.

WHERE? The **TBH BRAIN WORKOUT 1.0** course is flexible and can be taught in person, online or using a combination of both for a hybrid class. For in-person classes, use a space large enough to comfortably hold the group as they engage in a variety of exercises that require movement in the classroom. If teaching in a hallway, be sure everyone can see and hear you as you lead the class. For online or hybrid classes, set your camera to show the other students and any class materials you may want everyone to see.

GET SET! Now that you've covered the basics, it's time to make sure you are well prepared to teach your **TBH BRAIN WORKOUT 1.0** course.

READ THROUGH THE TOOLKIT MATERIALS. Everything you need to successfully teach the course is housed online in your toolkit. Familiarize yourself with all the materials, including the course as well as the trainer education, planning and marketing resources.

FIND YOUR TEACHING VOICE. Read through classes more than once to familiarize yourself with them. While the classes offer scripting, we strongly encourage you to find your own voice and phrasing for teaching the course. Try practicing with someone beforehand, so you get an idea of the flow of material.

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PREPARE YOUR COURSE MATERIALS! Print out all the course teaching materials, including the games, logs, worksheets, and handouts for each class. Put the materials by class into separate folders to organize them. Pay careful attention to items where you will need multiple copies, and to the logs or card decks that you will need to collate or laminate in advance of a class. Make a note of additional items needed for each class that must be purchased or ordered in advance, such as food. For virtual delivery classes, email or distribute any worksheets or handouts needed so distance learners are prepared.

GO! These field-tested tips go a long way in making your course successful!

GET THE WORD OUT! Launching a new program can take a bit of promotion! Spread the word using the marketing resources in your Toolkit. These include a video invitation you can add to your e-signage, member portal or website, a community presentation program with slides and interactive exercises you can use to introduce the course to your community, as well as suggested copy for newsletters, postings, and press releases. Finally, enlisting colleagues and community leaders who can help you build interest. Ask them to announce the course in their other classes or meetings. And don't forget to add the TBH class to your calendar!

SIGN THEM UP! Encourage students to pre-register for the course. While the course may be an open, continuous offering on your community calendar, it can be helpful to have folks commit to attending in advance – and to invite a friend to join them!

COMMUNICATE YOUR CLASS SCHEDULE AND TOPICS. Make the class topics available in advance, adding them to your community calendar or offering the class schedule to interested parties. Use the *TBH Student Welcome Letter* and blank class schedule in the Planning section of your toolkit to encourage participation. Arrange for reminder calls or emails to anyone who has registered or comes to the first few sessions to support continued attendance.

GET EVALUATED! Ask participants who attend regularly to complete the *TBH Student Survey,* found in the Planning section of your toolkit. It's a great way to get feedback and build on your success! You may submit the evaluations to Total Brain Health for us to collate and share the data back to you.

AND, GO AGAIN! TBH programs provide you with robust programming you can use when repeating classes, even for your most loyal followers including:

ALTERNATE WORKOUT PROMPTS. Most workouts offer different prompt options for the same workout. Use a different prompt each time you teach the activity.

NEW SOCIAL COMBINATIONS. Have students work in different groups for unique classroom experiences each time you repeat a class. Due to the social-based training and "hands-on" nature of the TBH programs, students will come up with different responses to the workout challenges when working in new partner combinations.

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THE KNOWLEDGE THAT REPEATING IS GREAT FOR LEARNING. Studies show repetition is an important and effective tool for learning mastery. Our TBH programs use proven educational methods such as circular learning to foster stronger mastery of the material. In fact, while something might feel repetitive to a trainer, students often find repetition helpful as they learn new strategies or behaviors. For that reason, repeating a class can be very welcome from the student's perspective.

ADD NEW COURSES! TBH Toolkit courses are designed to be "added" to over time. We have different topics, and different levels for students to "graduate" to the "next level." Adding to your TBH offerings is a great way to make sure regular attendees stay challenged!

... AND DON'T FORGET!

Photographs, completed class materials, student quotes, and the like are great ways to share the success of your **TBH BRAIN WORKOUT 1.0** course! Create a bulletin board, share in your newsletters, on your website or online in social media. Be sure to "tag" Total Brain Health on Facebook or Twitter so we can help spread the word about the great work you are doing!

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