



FACE YOUR *Health*

PRE-LEARNING SESSION CHECKLIST

4 to 6 Weeks in Advance	☐ Practice conducting a learning session. ☐ Attend training sessions, if offered.
2 to 4 Weeks in Advance	☐ Secure a meeting location and schedule the session.
1 to 2 Weeks in Advance	☐ Promote the session to recruit participants. ☐ Reach out to local organizations and community partners. ☐ Invite women through word-of-mouth and social networks. ☐ Print and display Face Your Health posters in your community. ☐ Promote the session on your website and social media.
1 to 2 Days in Advance	☐ Review the Face Your Health lesson plan and flip chart. ☐ Practice what you will say aloud. ☐ Practice using the games and reviewing the handouts. ☐ Call women to confirm. ☐ Confirm the meeting location. ☐ Make copies of the materials you need. ☐ Purchase or prepare snacks or gifts, if you are providing them.
Day of Session	☐ Gather session materials: flip chart, games, handouts, and follow-up forms. ☐ Make reminder calls. ☐ For a group session, arrive an hour early to set up.