

ABOUT THE HEALTH LITERACY STUDY CIRCLE+ FACILITATORS TRAINING GUIDE

What is the Health Literacy Study Circle+ Facilitators Training Guide?

This guide includes all of the information and materials you will need to conduct the Health Literacy Study Circle+ Facilitators Training, including:

- A page listing the preparations you need to make before the session. This includes the newsprints to be made, the handouts to photocopy, and the materials to bring.
- A step-by-step guide of the activities for the session and the approximate time for each activity, as well as facilitator notes and other ideas for conducting the activities. Handouts, ready for photocopying, are included at the end of the session.

The study circle guide that participants will need (either HALL/NCSALL *Health Literacy Study Circle+ Facilitator's Guide: Skills for Health Care Access and Navigation* or the guide you have chosen) to read or review is not included in this training guide. Obtain a copy for each participant to use during the session, or ask participants to obtain their own copies by downloading them free from the NCSALL Web site at www.ncsall.net/?id=891.



It is important that discussions and activities meet the needs of all group members. As the facilitator, you need to be flexible and may need to modify some activities to fit the needs and learning styles of participants. This Health Literacy Study Circle+ Facilitators Training Guide should be used as a *guide*, not a rigid script.

How is the guide organized

There are two main sections in this guide:

1. The introduction *About NCSALL Health Literacy Study Circle+ Facilitators Training* and *About the Health Literacy Study Circle+ Facilitators Training Guide* that you are reading now
2. *Steps for Facilitating the Health Literacy Study Circle+ Facilitators Training*, which include:
 - *To Do Before the Training*
 - *Steps for Facilitating the Training and Handouts*

The steps include how-to instructions for conducting all the activities in each session and:

- the newsprints that need to be prepared beforehand, denoted by the icon  and their titles are always indicated in the steps by being underlined
- the handouts that need to be photocopied beforehand, denoted by the icon  and their titles are always indicated in the steps by being *italicized*

The training includes an evaluation activity to conduct at the end to get feedback from the participants about what was useful and what could be improved.

At the end of the steps, there is a “Quick Reference Sheet for Facilitating...” the training, which you can pull out of the notebook and take to the session as an easy reference guide for conducting each activity in that session. It looks like this:

Quick Reference Sheet for Facilitating the Training	
1. Welcome and Introductions	<i>10mins., WHOLE GROUP</i>
<ul style="list-style-type: none"> • Everyone introduces themselves. • Housekeeping and logistics. 	

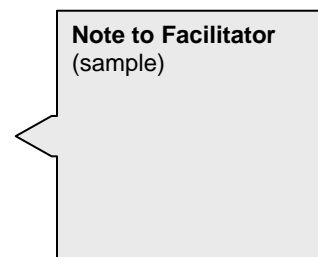
What if I want to change the activities listed in the guide?

This guide is intended to help first-time training facilitators who want a lot of guidance. It is, however, not intended to be a script that must be followed. If you have a different idea for how to do an activity, you should use it. To help you, throughout the steps, we have included the following features:

Another Idea for several of the activities, which look like the sample at right when you see them in the steps

Another Idea
(sample)

Note to Facilitator, which look like the sample box at right when you see them in the steps



Questions to prompt discussion are provided for you throughout the guide, and they look like this when you see them in the steps:

? How would you...?

How is the Health Literacy Study Circle+ Facilitators Training organized?

Participants are introduced to health, experience typical Health Literacy Study Circle+ activities on the topic of skills for health care access and navigation, and plan for facilitating a study circle in their own states, regions, or programs.

The **objectives** state that, by the end of the training, participants will be able to:

- Outline the objectives of the Health Literacy Study Circle+ and the connections between health and literacy

- Explain their roles as facilitators of the health literacy study circle+—managing the process and supporting teachers in their learning and lesson planning
- Use the HALL/NCSALL *Health Literacy Study Circle+ Facilitator’s Guide: Skills for Health Care Access and Navigation* (or the guide you have chosen)
- Prepare, organize, and facilitate a Health Literacy Study Circle+ in their states, regions, or programs

The **main activities** include:

1. Welcome and Introductions
2. Objectives and Agenda
3. Overview of Health Literacy Study Circle+ Objectives
4. Review of Facilitator’s Guide
5. Walk Through/Talk Through* Session One
6. Walk Through/Talk Through* Session Two
7. Walk Through/Talk Through* Sessions Three, Four, and Five
8. Supporting Teachers’ Learning and Planning
9. Dance and Balcony†
10. Planning Next Steps
11. Evaluation

* See p. 37 for an explanation of “Walk Through/Talk Through.”

† See p. 56 for an explanation of “Dance and Balcony.”