

Lifestyle Coach Facilitation Guide: Core

Session 1: Welcome to the National Diabetes Prevention Program

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Background and Preparation

Preparation Checklist

Materials

These are the materials you will need for Session 1.

- Participant Notebooks (one for each participant)
- Session 1 handouts for each participant:
 - Session 1 Overview
 - How Am I Doing? Weight (Sample)
 - Meeting Guidelines
 - Diabetes Prevention Program
 - Program Meeting Schedule
 - Program Goals
 - Goal Weights
 - We Will Work Together as a Team
 - Remember Your Purpose
 - Keeping Track
 - Keeping Track: Practice Page
 - To Do Next Week
- Example “How Am I Doing? Weight” chart
- Food and Activity Tracker. Label the tracker “Session 1: Welcome to the National Diabetes Prevention Program.” Have extra copies on hand for those who need them.
- Lifestyle Coach’s Log (copy on page 28). Use the log to record participants’ weight, and (after Session 5) minutes of physical activity.
- Balance scale. Be sure to use the same scale each week.
- Name tags or name tents. Have participants write their first names only. Reuse them for the first few sessions or until they are no longer needed because everyone knows each other’s name.
- Pencils. Provide them for participants at this session, and then have participants bring their own for all following sessions. Keep some on hand for participants who need to borrow one.

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- ❑ If you're using a flip chart –
 - Easel.
 - Flip chart paper and tape to attach flip chart to the wall.
 - Markers.

- ❑ If you're using a blackboard or whiteboard –
 - Chalk or markers.
 - Eraser.

Before you begin

Before you begin this session, complete the following tasks.

- ❑ Create a meeting schedule that includes the location of each meeting. Include also your name, phone number, and e-mail address. Insert a copy in each Participant Notebook.

- ❑ Insert Session 1 handouts in the Participant Notebooks.

- ❑ Find out where participants can buy an inexpensive standard bathroom scale if they need one. Suggest alternative places where participants may go to weigh themselves (e.g., gyms, doctors' offices, pharmacies). Although participants are encouraged to weigh themselves at home, the weight you record at each session is the most critical. In addition, suggest places where participants can buy measuring cups and spoons.

- ❑ Set up the scale in a private place in the meeting area.

- ❑ Set up the classroom with a Participant Notebook and a blank name tent or name tag at each participant's place.

- ❑ Have your Lifestyle Coach's Log ready before you begin weigh-ins.

Lifestyle Coach Brief

Learning objectives

At the close of Session 1, the participants will –

- Be able to explain the purpose and benefits of the National Diabetes Prevention Program.
- Be able to describe the events that will take place at every session.
- Know the weight loss and physical activity goals established by the National Diabetes Prevention Program.
- Know their own individual weight loss and physical activity goals.
- Be able to explain the important effect of self-monitoring on behavior change.

Session 1 overview

Introduce yourself and ask participants to introduce themselves. Participants will discuss their reasons for participating in the program, and you will begin a conversation about healthy eating as a path to weight loss. Participants will learn how to monitor their food intake, and you will give them an overview of the original Diabetes Prevention Program research study.

Session 1 is divided into these five parts:

Part 1: Introduction (10 minutes)

During this section the Lifestyle Coach and participants talk about what led them to this program and what they hope to get out of the session. This is the first step in the relationship-building and group dynamics that will serve as a foundation for this program. Participants are told prior to this first session that they will be weighed and that their weight will be recorded at the beginning of each session. For the first session, expect the weigh-in process to take more time than during future sessions.

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Part 2: National Diabetes Prevention Program (5 minutes)

The Lifestyle Coach leads the participants through a brief discussion of the background of the Diabetes Prevention Program (DPP) research study, including its goals, research components, study participants, and outcomes. Explain that the findings from the DPP are the basis for the National Diabetes Prevention Program, the program they are attending.

Part 3: What to Expect (20 minutes)

This section covers the logistics of the course, how sessions are structured, expectations of the participants and the Lifestyle Coach, and ground rules.

Part 4: Getting Started Losing Weight (20 minutes)

You will introduce the practice of monitoring food intake using the Food and Activity Tracker. Participants will be asked to write down everything they eat and drink during the next week.

Part 5: Wrap-Up and To-Do List (5 minutes)

This final part will be the same for most sessions. It consists of a summary of what was covered, and a discussion of the tasks participants will do during the next week.

Key messages

These are the key messages for this session. They should be reinforced from time to time throughout this program.

- The purpose of the National Diabetes Prevention Program Lifestyle Intervention is to prevent type 2 diabetes through healthy eating, weight loss, and regular physical activity.
- This is a program to prevent type 2 diabetes, not a weight-loss program.
- The amount of weight loss needed to reduce risk may be less than the participants anticipate or, perhaps, hope for. The goal of this program is to lose enough weight to prevent type 2 diabetes. However, the program does not discourage people from losing more weight than is required to prevent type 2 diabetes.

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- The Lifestyle Coach will help participants develop the skills needed to prevent type 2 diabetes.
- Goals will be pursued gradually and safely.
- Self-monitoring of food intake is a key to the success in this program.

Classroom Presentation

Part 1: Introduction

Estimated time: 10 minutes

Welcome!	Notes
<p>As they arrive, weigh each participant privately, and record his or her weight on the Lifestyle Coach's Log. This log also serves as an attendance record.</p> <p>Welcome participants to the National Diabetes Prevention Program.</p> <p>Present: You have enrolled in the National Diabetes Prevention Program because you are interested in making lifestyle changes that will help reduce your risk for type 2 diabetes. We will work together to reduce your risk by losing weight through healthy eating and by being physically active.</p> <p>During this first session, we will start to get to know one another, talk about how this program works and how it was developed, and discuss our roles moving forward.</p>	
Introductions	Notes
<p>Introduce yourself:</p> <ul style="list-style-type: none">• Name, background (e.g., hometown, education, previous experience, hobbies) and your association with diabetes.• How you got involved with the National Diabetes Prevention Program.• What your role will be during the next 16 sessions. Your role will be –<ul style="list-style-type: none">○ To help participants learn the facts about healthy eating and physical activity and to explain how these changes in behavior will help them to reduce their risk for type 2 diabetes.	

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- To show participants techniques for achieving the goals of the program: modest weight loss and increased physical activity. The techniques include tracking what they eat and being physically active.
- To help us work as a group to problem solve issues that can make it difficult to achieve the program goals; learn from and support one another.

Ask participants to introduce themselves: their name, reason for participating in the program, and reason they came today.

This Week

Notes

Present: This week we will –

- Go over the purpose and benefits of the program.
- Review what we'll do during every session.
- Figure out your individual weight loss goals.
- Discuss the importance of self-monitoring.

Participant Notebooks

Notes



Refer participants to the Participant Notebook.

Present: You'll be using the Participant Notebook throughout this program. I will give you new handouts to put in it each week, and it will be an important resource for you.

- This notebook is yours to keep.
- You can write notes and questions in it.
- You must bring it to every session.

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Session Logistics

Notes

Present: At the beginning of each session, you will –

- Be weighed privately.
- Record your weight on the “How Am I Doing?” weight chart.

Session Weigh Ins

Notes

Refer participants to the example “How Am I Doing?” weight chart in their Participant Notebooks.

Present: This is an example of the “How Am I Doing?” weight chart that you will use to track your weight during this program. At the beginning of each session, I will record your weight in my log, and you will record your weight on your “How Am I Doing?” weight chart.

This week we’ll record your starting weight, and I will create a chart like this one for each of you. It will show your starting weight, goal weight, and weight loss increments so that you can see the changes in your weight from week to week.

Next week I will explain how you will use a chart like this one for the remaining sessions.

Housekeeping

Notes

Present: Before we continue, let’s go over some housekeeping details.

- Meeting schedule and location(s). We plan to meet at the same place and time each week. If changes must be made, we will have a group discussion about them.
- Parking, bathrooms
- Missed class policy

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Present: It is important that we stay in touch. Feel free to call or e-mail me if you have any questions or need to talk. Please let me know 24 hours in advance if you are going to miss a session.

Ask: Does anyone see any conflicts with this schedule (e.g., spring break, holidays)? Will any of you have difficulty getting here on time? If so, please let me know and we can try to make arrangements for you.

Open responses.

Ground Rules

Notes

Present: We have all been a part of group situations, either in school, at work, or as part of our family gatherings. Groups can be powerful. However, they do the greatest good when certain guidelines are agreed to and followed.

Ask: What do you think would be some good rules for us to follow as a group over the next 16 sessions?



Note to Lifestyle Coach

To get the group started thinking about rules, share an idea or two with the group. For example, suggest talking to one another with respect and consideration of each other's feelings. Record their ideas either on a piece of paper or on a flip chart page or white board. Then tell the group that you will write a list of the guidelines they agreed to and give it to them to put in their notebooks at the next session.



Refer participants to the "Meeting Guidelines" handout in the Participant Notebook.

Ask participants to briefly review the guidelines. Point out a few key ground rules to them.

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Note to Lifestyle Coach

Make sure that you cover the ground rules in a positive way, have participants agree to them, and have participants reinforce the rules regularly. As the program progresses, the ground rules will probably evolve into something different.

Ask participants if there are any ground rules they would like to add.

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Part 2: National Diabetes Prevention Program

Estimated time: 5 Minutes

What is the National Diabetes Prevention Program?

Notes

Present: Before we go any further, let's review what this program is all about. It is based on the Diabetes Prevention Program research study, or DPP, which is why we know it is so effective.

The DPP was a research study funded primarily by the National Institutes of Health and supported by the Centers for Disease Control and Prevention. It showed that making certain lifestyle changes and continuing the changes over time can prevent or delay type 2 diabetes in people who are at risk for the disease.



Refer participants to the "Diabetes Prevention Program" handout in the Participant Notebook.

Present: This handout explains the origin and role of the DPP research study. It also explains that this program, the one you're now participating in, was created to help people prevent or delay type 2 diabetes.

Because of the success of the original DPP research study, lifestyle intervention programs like this one are being conducted throughout the country.

This program will help you –

- Learn the facts about healthy eating and being active.
- Learn what makes it hard for you to eat healthy and be active.
- Learn how to change your habits and adopt healthy behaviors.
- Maintain weight loss and lifestyle changes.

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Program Organization

Notes



Refer participants to “Program Meeting Schedule” handout in the Participant Notebook.

Present: This program has 16 sessions that will be conducted during the next 16 to 20 weeks.

- **Getting Started:** Sessions 1 through 6 focus on the basics of healthy eating and physical activity with topics such as –
 - Monitoring what we eat.
 - Eating less fat and fewer calories.
 - Looking at how we eat.
 - Being physically active.
 - Balancing eating and physical activity for weight loss.
- **Understanding forces that shape our eating and activity behaviors :** Sessions 7 and 8
 - Balancing eating and physical activity for weight loss.
 - Taking charge of our situation with regard to food and physical activity.
- **Long-term change:** Sessions 9 through 16 target specific behavioral issues related to weight loss and making long-term changes. We’ll discuss topics such as –
 - Problem solving.
 - Avoiding tempting situations.
 - Healthy eating when not at home.
 - Overcoming challenges to healthy eating.
 - Managing stress.
 - Staying motivated.

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Goals of the National Diabetes Prevention Program

Notes



Refer participants to the “Program Goals” handout in the Participant Notebook.

Present: The National Diabetes Prevention Program has two goals:

- **Weight loss** through healthy eating. We want you to lose 7% of your total body weight.
- **Regular physical activity** to improve overall health. We want you to do at least 150 minutes of brisk physical activity each week. We will discuss physical activity during Session 5.

Present: Why these goals?

Because they are –

- Gradual: we will help you reach these goals one step at a time.
- Healthy and safe.
- Reasonable: they are not extreme; they are attainable.

We will go over each of these goals in detail, and figure out exactly what they mean for each of you. You may also have your own individual goals. The goals I’ve just described are the goals the program has for you.

My Personal Goals Weight Loss

Notes



Refer participants to the “Goal Weights” handout in the Participant Notebook.

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Present: This chart shows starting weights and the goal weight for each starting weight. The goal weight is 7% lower than the starting weight. Under “Your Starting Weight,” find your current weight. Beside your starting (in the next cell), you’ll find this program’s goal weight for you.



Ask participants to record their goal weight on the “Goal Weights” handout.

My Personal Goals Physical Activity

Present: Your physical activity goal will be –

- 150 minutes, or 2 ½ hours, per week (about 30 minutes on five days each week) of moderately intense physical activity.

You can reach this goal little by little (for example, 10 minutes at a time). In Session 5 we will talk more about the physical activity goal and how to develop a more active lifestyle. Remember, you will work up to this goal *slowly* and *carefully*.

Effect of Reaching Goals

Present: We will all work together to help each other reach our goals to develop healthier eating habits, lose weight, and be more active.

Ask: How do you think you will benefit from reaching your goals?

Open responses.

Offer these answers: Reaching these goals –

- May prevent you from getting type 2 diabetes or heart disease.
- Will make you look and feel better.
- Will make you healthier in general.
- Will set a good example for your family, friends, and community.

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Ask: What are some other benefits of making healthier food choices, losing weight, and increasing your physical activity?

Open responses.

Offer these other benefits: Making healthier choices —

- Relieves tension.
- Helps us sleep better.
- Lowers blood pressure.
- Lowers LDL (“bad”) cholesterol, raises HDL (“good”) cholesterol.
- Helps you get around more easily by making your joints more flexible.

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Part 3: What to Expect

Estimated time: 20 minutes

What is Required of Participants?

Notes

Present: We have a lot of material to cover during the next few months. You will be asked to make lifestyle changes and, if you stick with them, they will be rewarding. You can do it, and you will not be alone. My role is to help you through this process, but I cannot do it without your commitment.



Refer participants to the “We Will Work Together as a Team” handout in the Participant Notebook.

Present: To get the most out of this program, I need to be able to count on you to show up, bring your notebook with you, and keep track of your eating and physical activity every day. We will talk more about keeping track later.

Most importantly, be honest and accurate about your progress and monitoring. Ask questions, and tell us your concerns. Don't give up! We will sometimes run into problems, and some days will be better than others. But always hang in there, and give it your best.

What is Required of the Lifestyle Coach?

Notes

Present: You can count on me and the group to —

- Notice what you are doing well and what can be improved.
- Answer your questions and share solutions and ideas, while we learn together.
- Be honest.
- Stand by you during hard times.
- Believe you can reach your eating and activity goals.
- Always support, help, and hang in there with you.

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Ask: Is there anything else you would like me to do to help you?



Ask participants to sign the bottom of the “We Will Work Together as a Team” handout.

Remember Your Purpose

Notes

Ask: Based on what we have discussed so far, what are your impressions of this program? What are you excited about? What are you not so excited about?



Note to Lifestyle Coach

Watch for anxious participants. Now might be the time when participants realize the task at hand and become overwhelmed. Stay open to taking questions and addressing any concerns. Consider staying after class to speak privately with any participants who might be anxious or have additional questions.



Refer participants to the “Remember Your Purpose” handout in the Participant Notebook.



Ask participants to answer the questions in the handout.

Present: Please be honest about why you are here, and include details about your personal goals and values.

This activity is for *your* benefit. We will probably refer to this worksheet later in the program, so that you can always remember what motivated you to sign up for this program and take this important step for your health.

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Part 4: Getting Started Losing Weight

Estimated time: 20 minutes

Program Review

Notes

Present: Now you should be more familiar with what this program is about and how it is going to work. You know that –

- Each week you will work toward your own personal goals of losing weight through healthy eating and being more physically active.
- You will receive the information and support needed to safely and realistically reach and maintain your goals.
- By working toward these goals and meeting these goals, you will greatly increase your chances of preventing type 2 diabetes.

Ask: Before I go on, are there any questions about what we have discussed so far?

Open responses.

Answer any questions.

Present: We are now going to jump right in and begin talking about how you can start reaching your program goals.

Self Monitoring

Notes

Present: To get started with our weight loss goals, we will begin by looking at how to make healthy choices.

The most important thing we can do is to eat less fat and fewer calories. And the first step to eating less fat and fewer calories is to figure out how many fat grams and calories we are eating now. To do so, we write down every day everything we eat and drink. Recording what we eat and drink is something we are going to do throughout the entire program. Keeping track of what we do is the most important part of learning how to change our behavior.

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Present: Keeping track of what we eat and drink will help us see —

- What foods we eat.
- How much we eat.
- When and where we eat.
- How our eating habits change over time.
- How we can adjust what we eat to get a better calorie balance.

Keeping Track

Notes



Refer participants to the “Food and Activity Tracker” in the Participant Notebook.

Ask participants to write their name and today’s date on the front of the tracker.

Present: During this program, I want you to write down everything you eat and drink in the “Food and Activity Tracker.” Open the tracker and cross out the first day. You will begin recording tomorrow morning.

The “Food and Activity Trackers” are an important part of our working together. You and I will be the only two people who will see them. As you use the trackers, keep the following in mind:

- Spelling is not important. Use shorthand if it is easier.
- Be honest. Write down every little thing you eat, even one peanut.
- Be accurate. After a meal or snack, immediately write down what you ate so you don’t forget.

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- Be complete. Include *everything* you eat drink, even if you just had a taste.
- Try your best to estimate portion size. We will work later on how to measure portion sizes, and you will get better as you gain more experience.

Without the information that you write in the “Food and Activity Tracker,” it is difficult to figure out an effective eating plan.



Note to Lifestyle Coach

Offer some details about how to use the trackers. For instance, remind participants to write down every bite of cheese, butter on toast, cream in coffee, and mayonnaise on sandwich. In addition, provide and ask for examples where appropriate.

Remember that your role is not to offer suggestions. Your role is to note changes in behavior and acknowledge any success or healthy change. During later sessions you will watch out for changes that need to be rewarded (e.g., a participant might reduce the number of sodas or beer she drinks; someone else might now eat a healthy breakfast every day whereas before he ate a donut, or someone now writes down everything she eats at least one day a week.)

Keeping Track Practice

Notes

Present: Let’s take a minute to practice keeping track.



Refer participants to the “Keeping Track: Practice” page in the Participant Notebook.

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Ask participants to –

- Think about what they ate yesterday or earlier today.
- Write down the food in the middle column and fill in the time they ate it and the amount they ate. (Skip the fat and calorie columns for now.)
- Circle a few of the foods they think might be high in fat.

Emphasize that portion size is important: a small difference in portion size can make a huge difference in the amount of fat and calories. Nibbles count too!

Roam the room. Help participants when needed.

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Part 5: Wrap Up and To-Do List

Estimated time: 5 minutes

To Do Next Week

Notes



Refer participants to the “To Do Next Week” handout in the Participant Notebook.

Distribute “Food and Activity Trackers” for next week. Give as many copies to each participant as he or she needs.

Present: Each week we will have a list of items that you need to do for the next session. For next week, write down everything you eat and drink, every day, in your “Food and Activity Tracker.” Write down –

- What you ate.
- The amount you ate.
- When you ate it (the time).

Skip the other columns and the activity section for now.

Write your name and today’s date on the front cover of your tracker. This tracker will end the night before the next meeting date. Bring your completed Session 1 tracker to the next meeting. I will review each one, write some comments and suggestions on them, and return them to you at the following meeting.



In addition, since we will be talking about the fat and calories in food next week and throughout this program –

- Circle the foods or beverages you think are highest in fat and calories.
- Start to measure the amount of food you eat.
- Read the labels on the food you buy, and consider using measuring cups and spoons to help you calculate the amount you eat. We will talk about measuring in more detail in the coming weeks.

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Closing

Notes

Summarize key points:

- ☑ The National Diabetes Prevention Program was born out of the DPP research study, which was designed to help high-risk people prevent or delay type 2 diabetes.
- ☑ This program has two goals: all participants will achieve a weight loss of 7% of their initial body weight and will eventually do 150 minutes of brisk physical activity each week.
- ☑ You will be weighed at each session, and you're expected to self-monitor your weight and what you eat, drink, and taste every day.
- ☑ During this program you will have my support and guidance and the support of your fellow participants. Each of us is expected to respect and support one another.
- ☑ You are expected to show up for each session, bring your Participant Notebook and "Food and Activity Tracker," and complete your to-do list each week.
- ☑ We are here to help you reach your goals!

Present: We have come to the end of this session. Are there any questions about anything we have discussed today?

Address questions or concerns.

Thank participants for attending the session.

Present: Next week we will take a closer look at which foods are adding a lot of fat and calories to our diet.

Remember to bring your Participant Notebook and completed "Food and Activity Tracker" to the next session.

Dismiss the group.

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After the session:

Before the next session, do the following:

- Use the “Notes and Homework” page at the end of this guide to write notes about the session. Ask yourself the following:
 - What worked well?
 - What do you need to do differently for the next session?
 - Whom do you need to follow-up with?
 - Do I need to do some research before the next session? Were there questions I promised to answer next time or to which I didn’t know the answer?
 - What concerns or issues did the participants raise?
- Fill out a “How Am I Doing?” weight chart for each participant. Include the weight from today’s weigh-in and the goal weight (each to the nearest pound). Use the example chart as your template.
- Create a list of ground rules that participants suggested, and make copies to distribute at the next session.

Follow Up

Notes and Homework

While the session is still fresh in your mind, write some notes here. Consider what worked, what you need to do differently for the next session, whom you need to follow-up with, information or ideas that you need to research, and general concerns or issues that need to be addressed and how you will address them.
