



# Lifestyle Coach Training Guide

## Introduction to the Program

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### Session Focus

This introductory module helps participants change their lifestyles by moving them from the thinking phase to the action phase. It sets the stage for the entire Prevent T2 course. Prevent T2 is a proven program to prevent or delay type 2 diabetes in those at high risk.

### Participant Learning Objectives

By the end of the session, participants will:

- ▶ Identify the goals and structure of Prevent T2
- ▶ Identify the basics of type 2 diabetes
- ▶ Explain how to make an action plan
- ▶ Set goals and plan basic actions

## Materials Checklist

### You will need:


- Participant Notebooks (one for each participant and for you). Each Participant Notebook should be a large 3-ring binder that includes the following tabbed sections:
  - Participant Guides (further divided by module)
  - Fitness Logs
  - Food Logs
  - Weight Log
  - Action Plan Journal
  - Other Materials
- Participant Guides (one copy for each participant and for you)
- Blank Fitness Logs (multiple copies for each participant)
- Blank Food Logs (multiple copies for each participant)
- Blank Weight Logs (one copy for each participant)
- Blank Action Plan Journals (one copy for you; one copy of pages 1 and 2 and multiple copies of page 3 for participants)
- Other Materials (one copy for each participant and for you; see Program Overview)
- Lifestyle Coach Logs (multiple copies for you)
- Nametags (one for each participant and for you)
- Scale for weighing participants (use the same one for all sessions)
- Watch or clock
- Pens

### Optional

- Flip chart, easel or tape, and markers; or white board, white board markers, and eraser

## Things to Do

### Before this session:

- Reserve a meeting room. Make sure there is a private space where you can weigh participants.
- Gather needed supplies.
- Review this Lifestyle Coach Training Guide and the Participant Guide for this module. Make sure you understand both thoroughly.
- Arrive early.
- Set up chairs in a formation that invites discussion, such as a circle.
- Write needed text on flip chart or white board (optional). See 

### As each participant arrives:

- Greet participants.
- Weigh participants in private.
- Record participants' data on your Lifestyle Coach Log.
- Tell participants their weight. Or write it down for them on a sticky note. Ask them to record it on their Weight Log.
- Give participants a Participant Notebook.
- Ask participants to fill out and wear a nametag.
- Ask participants to sit down.

### After this session:

- As soon as possible, take notes on this session. Write down what went well and what you'd like to improve. Also write down any tasks you need to do before the next session.



## Module Outline

### Session Content:


The following content is designed to last for 60 minutes. Please allow about 10 extra minutes to weigh in and consult with participants at the start of each session.

- Welcome and Introductions .....Page 6 ..... 15 Min
- Objectives .....Page 8 ..... 2 Min
- Program Overview .....Page 8 ..... 15 Min
- Basics of Type 2 Diabetes .....Page 11 ..... 10 Min
- Your Six-Month Goals .....Page 11 ..... 7 Min
- Plan for Success .....Page 14 ..... 8 Min
- Summary and Closing .....Page 17 ..... 3 Min

# Lifestyle Coach Script

Notes to Coach	Welcome and Introductions (15 minutes)
 <p>Welcome! [Your name]</p>  <ul style="list-style-type: none"> <li>■ What is your name?</li> <li>■ What two items would you like to have if you were stranded on a deserted island?</li> </ul>	<p>► <b>SAY:</b> Welcome to the first meeting of Prevent T2, a proven program to prevent or delay type 2 diabetes in those at high risk. It was developed by the Centers for Disease Control and Prevention. We'll start by introducing ourselves.</p> <p>My name is ___. I'm so excited to be working with you over the next year!</p> <p>↗ <b>DO:</b> Briefly tell the class about your background. If there is more than one coach, rephrase as needed.</p> <p>Share your title/role in your organization, clinical area in which you work (if applicable), and experience with diabetes prevention and/or the Prevent T2 program.</p> <p>⚙ <b>ACTIVITY:</b> Icebreaker</p> <p>► <b>SAY:</b> Let's get to know each other a little. Choose a partner you have never met before. You and your partner will take turns asking each other these two questions:</p> <ul style="list-style-type: none"> <li>■ What is your name?</li> <li>■ What two items would you like to have if you were stranded on a deserted island?</li> </ul>

Notes to Coach	Welcome and Introductions
<p>The goal of this activity is to help participants get to know each other. You can do a different icebreaker, if you prefer.</p> <p>.....</p> <p>For instance, participants may be there to:</p> <ul style="list-style-type: none"> <li>■ Get active</li> <li>■ Lose weight</li> <li>■ Prevent type 2 diabetes</li> <li>■ Support a friend or family member</li> </ul>	<p>I'll let you know when it's time to switch. Then you'll introduce your partner to the rest of our group and what you learned about him or her.</p> <p>↗ <b>DO:</b> Let participants know when it's time to switch roles at the 2-minute mark.</p> <p>▶ <b>SAY:</b> Now take about 30 seconds to introduce your partner to the group.</p> <p>↗ <b>DO:</b> Allow participants to introduce their partner briefly.</p> <p>.....</p> <p>▶ <b>SAY:</b> Now let's spend a few minutes talking about why you're here.</p> <p>💬 <b>DISCUSS:</b> Why did you join this program?</p> <p>▶ <b>SAY:</b> Thank you for sharing that with the group. We will get to know each other well over the coming weeks and months and support each other along the way.</p>

Notes to Coach	Objectives (2 minutes)
	<p>▶ <b>SAY:</b> During this first session, we will discuss the Prevent T2 program. We'll talk about:</p> <ul style="list-style-type: none"> <li>■ The program's goals and structure</li> <li>■ The basics of type 2 diabetes</li> </ul> <p>You will also set your six-month goals and make your first action plan.</p>
 <p>Program goals:</p> <ul style="list-style-type: none"> <li>■ Lose at least <u>5 to 7 percent</u> of your starting weight</li> <li>■ Get at least <u>150 minutes</u> of physical activity each week</li> </ul>	<p><b>Program Overview</b> (15 minutes)</p> <p>▶ <b>SAY:</b> Let's start with an overview of the program. Prevent T2 is designed for people with prediabetes. It's also for people who are at high risk for type 2 diabetes and want to lower their risk. Please look at "Prediabetes" on page 2 of this module's handouts.</p> <p>↗ <b>DO:</b> Use the handout to discuss what prediabetes is, the number of people who have it, related health problems, and how to lower your risk.</p> <p>▶ <b>SAY:</b> Now let's talk about the goals of this program. Please look at "Prevent T2 Goals" on page 3.</p> <p>↗ <b>DO:</b> Read (or ask a volunteer to read) the goals for the first and second six months of the program.</p>



Notes to Coach	Program Overview
<p>Moderate activities include biking, brisk walking, and dancing.</p>	<ul style="list-style-type: none"> <li>▶ <b>ASK:</b> What does losing 5 to 7 percent of your starting weight mean?</li>   <li><b>ANSWER:</b> It means losing 5 to 7 pounds for every 100 pounds you weigh now. So if you weighed 200 pounds, you would lose 10 to 14 pounds.</li>   <li>▶ <b>SAY:</b> For the physical activity goal, the activity should be of at least moderate intensity.</li>   <li>🗨️ <b>DISCUSS:</b> What are some moderate activities?</li>   <li>↗️ <b>DO:</b> Use the handout to discuss the benefits of losing weight and getting more active.</li>   <li>▶ <b>SAY:</b> Now let's talk about the structure of the program.</li>   <li>↗️ <b>DO:</b> Hold up your Participant Notebook.</li>   <li>▶ <b>SAY:</b> Please open the Participant Notebook I gave you when you came in today. This is a really important item. Please bring it to every session.</li>   <li>↗️ <b>DO:</b> Discuss the notebook briefly. Show participants each section.</li>   <li>▶ <b>SAY:</b> Please look at the Program Meeting Schedule.</li>   <li>↗️ <b>DO:</b> Discuss briefly. If relevant, tell participants about make-up sessions, social networks, and get-togethers. (See "Program Overview.") Answer questions as needed.</li> </ul>

**Notes to Coach**

**Program Overview**

► **SAY:** At the start of each session, you'll spend some one-on-one time with me. You'll write down your weight, just as you did today.

Starting in a couple of weeks, you'll also show me your Fitness Log. That's where you'll write down your minutes of activity each week.

I'll keep a record of your weight and activity minutes, and so will you. This will help us track your progress.

Then we'll move on to group time. We'll talk about how to:

- Eat well
- Be active
- Change your lifestyle


It can be challenging to change your lifestyle. But we'll work through those challenges together. You'll also have the chance to share your thoughts, feelings, and experiences—but only if you want to.

Notes to Coach	Basics of Type 2 Diabetes (10 minutes)
<p>Participants may ask about type 1 diabetes. People with type 1 diabetes do not make insulin at all.</p>	<p>▶ <b>SAY:</b> The goal of this program is to prevent or delay type 2 diabetes. So let’s go through some of the basics of that disease. Please look at “Type 2 Diabetes” on page 4.</p> <p>↗ <b>DO:</b> Use the handout to discuss what type 2 diabetes is, how it can harm you, and the risk factors that make you more likely to get it.</p> <p>▶ <b>SAY:</b> While you can’t control <u>all</u> of these factors, you can control your <u>weight</u> and how <u>active</u> you are!</p>
	Your Six-Month Goals (7 minutes)
	<p>▶ <b>SAY:</b> Now let’s talk about your next steps. Please look at “Your Six-Month Goals” on page 5.</p> <p>▶ <b>ASK:</b> What is your six-month activity goal?</p> <p><b>ANSWER:</b> To get at least 150 minutes of activity each week at a moderate pace or more</p> <p>▶ <b>SAY:</b> Before you can set your six-month weight goal, you need to decide what percentage of your starting weight to lose. Again, the goal of this program is to lose at least 5 to 7 percent of your starting weight over the next six months.</p> <p>Please look at the “Weight Loss by the Numbers” chart on pages 7-8. Let’s say you weigh 200 pounds now. Please find that number in the blue column.</p>

Notes to Coach	Your Six-Month Goals
	<p>▶ <b>ASK:</b> If your goal is to lose 5 percent of your weight, how many pounds would you need to lose?</p> <p><b>ANSWER:</b> 10 pounds</p> <p>↗ <b>DO:</b> Explain as needed.</p> <p>▶ <b>ASK:</b> And how many pounds would you need to lose if your goal is to lose 7 percent of your weight?</p> <p><b>ANSWER:</b> 14 pounds</p> <p>↗ <b>DO:</b> Explain and go through more examples as needed.</p> <p>▶ <b>SAY:</b> Now please find your starting weight. That's the number I told you earlier today. You do not have to say or read this out loud. Just look at it.</p> <p>Next, decide what percentage of your weight you will lose over the next six months: 5, 6, or 7 percent.</p> <p>Then find how many pounds you'll need to lose to reach that goal.</p>


Notes to Coach	Your Six-Month Goals
	<p>↗ <b>DO:</b> Explain as needed.</p> <p>▶ <b>SAY:</b> Let’s look at “Your Six-Month Goals” on page 5 again. Fill in:</p> <ul style="list-style-type: none"> <li>■ What you weigh now</li> <li>■ What percentage of your weight you will lose</li> <li>■ How many pounds you will lose</li> </ul> <p>Then subtract that number from your current weight to get your goal weight. Fill that in where it says “Reach ___ pounds.”</p> <p>↗ <b>DO:</b> Explain as needed.</p>

Notes to Coach	Plan for Success (8 minutes)
<p>Make sure the actions are realistic and doable.</p>	<p>► <b>SAY:</b> To help you succeed in this program, you will make a new action plan at each session. Please turn to your Action Plan Journal. Let's look at "Tips for Making Your Action Plan" on page 2.</p> <p>As you make your action plan, you'll keep six things in mind:</p> <ol style="list-style-type: none"> <li>1. <b>Be realistic.</b> Plan actions that are realistic for you.</li> <li>2. <b>Make it doable.</b> Plan small changes. Over time, these changes will add up.</li> </ol> <p>🗨️ <b>DISCUSS:</b> What are some ways to do that? For example, what are some <u>realistic</u> actions you could take to work toward the goal of 150 minutes of activity each week?</p> <p>► <b>SAY:</b> Another thing to keep in mind as you make your action plan:</p> <ol style="list-style-type: none"> <li>3. <b>Be specific.</b> Plan your actions in detail. Decide:             <ul style="list-style-type: none"> <li>■ <u>What</u> you will do</li> <li>■ <u>Where</u> you will do it</li> <li>■ <u>When</u> you will do it</li> <li>■ <u>How long</u> you will do it</li> </ul> </li> </ol>

Notes to Coach	Plan for Success
<p>Make sure participants address what, where, when, and how long.</p>	<p> <b>DISCUSS:</b> What are some ways to do that? For example, what are some <u>specific</u> actions you could take to work toward the goal of 150 minutes of activity each week?</p> <p>► <b>SAY:</b> Another thing to keep in mind as you make your action plan:</p> <ol style="list-style-type: none"> <li>4. <b>Be flexible.</b> Review your action plan often. Look for ways to cope with challenges. If your action plan isn't working for you, revise it.</li> <li>5. <b>Focus on behaviors.</b> For instance, you can control how many pounds you lose by focusing on your actions, such as what you eat and how active you are.</li> <li>6. <b>Make it enjoyable.</b> Change doesn't have to be painful. It can be fun! So find activities and healthy foods that you enjoy.</li> </ol> <p>OK! Now it's time to make your first action plan.</p> <p>Let's look at "Action Plan" on page 3.</p> <p>First, set a goal to work on between now and the next session. The goal should help you lower your risk of type 2 diabetes.</p>

Notes to Coach	Plan for Success
	<p>↩️ <b>DO:</b> Explain as needed.</p> <p>▶ <b>SAY:</b> Next, list three actions you will take to reach that goal. Specify where, when, and how long you will do these actions. Also list any challenges you might face and ways to cope with these challenges.</p> <p>As you make your plan, remember to keep it:</p> <ul style="list-style-type: none"> <li>■ Realistic</li> <li>■ Doable</li> <li>■ Specific</li> <li>■ Flexible</li> </ul> <p>Remember to focus on behaviors. And try to have fun!</p> <p>↩️ <b>DO:</b> Explain as needed. Give participants a few minutes to make their action plan.</p>



Notes to Coach	Summary and Closing (3 minutes)
 <p>Things to Try at Home:</p> <ul style="list-style-type: none"> <li>■ Action Plan</li> </ul>	<p>▶ <b>SAY:</b> Between now and the next session, please put your action plan into effect. Check off each action you complete.</p> <p>↗ <b>DO:</b> Answer questions as needed.</p> <p>▶ <b>SAY:</b> We have come to the end of our meeting. Today we discussed Prevent T2. We talked about:</p> <ul style="list-style-type: none"> <li>■ The program’s goals and structure</li> <li>■ The basics of type 2 diabetes</li> </ul> <p>You also set your six-month goals and made your first action plan. I’m so proud of you!</p> <p>💬 <b>DISCUSS:</b> Do you have questions about anything we talked about today?</p> <p>▶ <b>SAY:</b> At the next session, we’ll discuss how things went with your action plan. We’ll also talk about ___.</p> <p>Thank you for coming to this session. Remember to bring your Participant Notebook to the next session.</p> <p><b>Meeting adjourned.</b></p>