

NUTRITION PROGRAMS

MEAL SITE COORDINATOR FOUNDATIONS

FACILITATOR RESOURCES OVERVIEW

The materials provided are designed to assist in preparing for and delivering successful, engaging Meal Site Coordinator Foundations training sessions. They are organized into three sections (folders for electronic copies):

- ✓ Facilitator Materials
- ✓ Participant Materials
- ✓ Onsite Class Supplemental Materials

The documents listed below are organized into these categories. Utilize the ones that best support you, based on your presentation and subject matter experience.

One of the goals is to standardize certain aspects of the Nutrition Programs across the state. With that in mind, please personalize the presentation slides indicated in the Slide Deck Personalization Guide, to provide area-specific information.

FOR THE FACILITATOR

- **Facilitator Guide**

The best place to start! Provides topic preparation and presentation tips to help you prepare for an effective presentation

- **Slide Deck Personalization Guide**

Identifies specific slides in the presentation that can be personalized with your specific information, instead of more generic statewide references

- **Presentation Outline**

A simple, text-based document that contains only slide titles, and is useful as a general overview or as a presentation aid for those comfortable and very familiar with the content

- **Facilitator Script**

A detailed script that contains key points, presentation tips, discussion starters and video information (where appropriate), as well as a complete script that can be used to rehearse ahead of time or read verbatim, if circumstances require

- **Facilitator Feedback Form**

*Document **required** to gather feedback from facilitators about the program and materials (please complete for each presentation and return to ICOA Outreach & Education within 5 days of the presentation)*

- **Certificate of Completion**

Make copies, sign and provide/send to each participant after they complete the training

Additional electronic-only files:

- **Focus Area Toolkits**

Copies of samples and forms included in the training, organized by Focus Area, that you can use to bring up the actual files for demonstration, if desired

- **Nutrition_MealSiteCoordinatorFoundations_xx_Presentation**

The standard PowerPoint presentation files to use for your delivery. They are separated out into 17 individual files, one each for the 15 focus areas plus an introduction and closing. The “xx” in the file name above will be replaced in the actual files with the focus area number for that topic.

FOR PARTICIPANTS

- **Coordinator Reference Guide (CRG)**

The “take-away” that summarizes the session information (provide electronically or print 1 for each participant)

ON-SITE CLASS SUPPLEMENTAL MATERIALS

- **Roster/Sign-in Sheet**

Document to record participant attendance at on-site sessions

- **Participant Feedback**

Use for your training evaluation if you don’t want to create one of your own

- **Certificate of Completion**

Make copies, sign (and send if necessary) to each participant after they complete the training

Electronic copies of the materials are available on the ICOA website: <http://aging.idaho.gov>