

POST-TRAINING LIFT CHECKLIST

for instructors



Checklist items:

- Complete any remaining or missing components of the training: scavenger hunt, core elements quiz, post-training survey (if not completed during the training) in order to receive certificate of completion
- Funding: leverage funds via community partnerships or determine your fee for service plan (e.g., how much, how are you collecting, etc.). These funds can cover things from LIFT t-shirts for participants, instructor shirts, or weights
- Establish a program location (virtual or in-person) and appropriate class size that comfortably fits location availability (location choice may determine session days and times)
- Participant recruitment via mails, newspaper ads, flyers, etc. Recruitment materials are available on the [parcilab.org/lift](https://www.parcilab.org/lift) website for tailoring. Have participants complete the Consent Form (one for in person or one for Zoom), Client Liability Waiver, and PAR-Q or PAR-Q+ (store these in locked filing cabinet at your office; the PARCI lab does not need these)
- Register your class session on the PARCI website (to share details on who, when, where) your program will be delivered. Found at <https://www.parcilab.org/lift-->administration> → [register your program](#)
- Distribute and collect pre-program surveys (can distribute at time of recruitment and gather at individual fitness assessment meeting). Be sure to collect a contact method for all participants. This will be necessary for the six-month follow-up survey. Send data to PARCI lab (see below for options)
- Schedule individual appointments for pre-functional fitness assessment (each assessment should take 10-15 minutes per person, see functional fitness instructions on the LIFT website). Fill out and submit forms and keep a copy for participant reference
- Begin program and be sure to log attendance (an attendance sheet is provided in the program website)
- Fill out weekly process evaluations. Record when participants drop the program or simply quit attending; this is important for attrition statistics (participants that

have dropped out are not eligible to fill out surveys, while participants who have stopped showing up are still eligible to complete surveys)

- Have fun and connect participants to community initiatives!
- Create post-functional fitness assessment plan and schedule accordingly. Each assessment should take 10-15 minutes per person and can be completed individually and virtually or as a group; see functional fitness instructions in the program website). Allow participants to compare pre and post. Fill out and submit forms to PARCI lab
- Distribute and collect six-month follow-up survey from participants
- See program website for ALL forms, surveys, and program flyers

	Completed by participants? ✓ or ✗	Sent to PARCI Lab? ✓ or ✗
Consent Form		--
PAR-Q or PAR-Q+		--
Physician Authorization		--
Pre-Functional Fitness Assessment		
Pre-Program Survey		
Post Program Survey		
Post-Functional Fitness Assessment		
6-Month Follow-up Survey		
6-Month Functional Fitness Assessment		

Preparing for your LIFT Program

Overview and Timeline



- Review session-by-session guide for all 16 sessions
- Conduct and collect Functional Fitness Assessment (FFA), Baseline Survey, Informed Consent and PAR-Q+ from each participant before first session
- 8 Weeks, twice a week, totaling 16 sessions
- Conduct and collect Functional Fitness Assessment and Post - Survey at the completion of 16 sessions from each participant
- Conduct and collect 6 Month Follow-Up final Functional Fitness Assessment and 6-month follow-up survey from each participant

Each Session of LIFT (16 Total)

- Set up the space:
 - *If conducted in person*, set up room temperature, chairs, weights, etc.
 - *If conducted virtually*, set up camera angle and microphone with sufficient lighting, appropriate noise level, etc.
- Introduction and warm up with group dynamics and social engagement, setting up that session's discussions
- First round of 8 Core Exercises
- Individual Goals – Fruit and Vegetable and Cardio sheet
- Second set of 8 Core Exercises
- Wrap-up and encouragement for positive health behaviors during the week
- **Process Evaluation** - detail any adaptations to suggested strategies, what's working, and/or areas for improvement. Do this after *each session*

Required Instructor Paperwork:

Since the training and materials of LIFT are available for free, the impacts of the programs need to be reported back to Virginia Tech as a centralized data management location. We will offer county, state, and national impact statements. Some files stay locally for your records, then some come to us.

All survey and functional fitness assessments can be entered in Qualtrics, even if a participant completes the survey via paper/pencil.

If you do not have time to enter the data, you can send paper copies to the PARCI lab and we will enter it for a fee. It is \$10/hour, ~20 surveys entered per hour.

- Filed locally:

- Informed Consent participant form – must be completed by all LIFT participants
- PAR-Q+ (updated) for new participants. If indicated, they will need doctor approval
- Send to Virginia Tech via Qualtrics
 - Evaluations pre, post, and 6-month follow up evaluations for each session
 - Process evaluations (if not completed online)
 - If sending paper documents, please see fee above.

Instructor Expectations



- Follow each lesson as written in the session-by-session guide including activities to increase social engagement
- Process evaluations must be completed at the end of each class session by the instructor. Please be sure to detail any adaptations to suggested strategies, what's working or areas for improvement
- Each participant will complete the pre-, post- and 6-month follow-up functional fitness assessment as described in the program material guidance, including the balance assessment
- All LIFT participants will be asked to complete, baseline, post-program, and 6-month follow up surveys
- Logs: Individual fruit and vegetable consumption and aerobic activity – all LIFT participants are strongly encouraged to complete these logs. Instructors are encouraged to provide feedback, encouragement, and nominal awards based on completion of these logs and goal attainment