

# SAMPLE AGENDA FOR SESSION 2

Note: This agenda is meant for a facilitator to use to organize a heart health training session. It can be modified for participants. If you plan to give an agenda to participants, you do not need to include the level of detail included in this sample.

Heart Health Agenda  
 Healthy Hearts Clinic, Neighborhood Meeting Room  
 Session 2: Act in Time to Heart Attack Signs  
 August 30, 2013 3:00–5:00 p.m.

Time	Agenda Item	Facilitator
3:00	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Introductions – for anyone new</li> <li>• Housekeeping – clarify parking situation, let everyone know about health screenings, and remind them to get up and stretch as needed</li> <li>• Icebreaker!</li> </ul>	Maria Otero
3:10	<b>Review of Last Week’s Session</b> <ul style="list-style-type: none"> <li>• How the heart works</li> <li>• Heart disease risk factors</li> </ul>	Claudia Plaza
3:20	<b>About This Session</b> <ul style="list-style-type: none"> <li>• Hang up poster paper with session objectives – go over objectives</li> <li>• Stress the key take-home messages</li> </ul>	Claudia Plaza
3:25	<b>Conducting the Session</b> <ul style="list-style-type: none"> <li>• Follow manual from “The Facts Don’t Lie” to “Delay Can Be Deadly”</li> <li>• Role play – use handout “Fast Action Saves Lives”</li> <li>• Break (10 min) – remind everyone where bathrooms and snacks are</li> </ul>	Maria Otero, Claudia Plaza
4:35	<b>Review of Today’s Key Points</b> <ul style="list-style-type: none"> <li>• See if one or two people would like to summarize what they learned</li> <li>• Help everyone think of key words!</li> </ul>	Claudia Plaza
4:45	<b>Weekly Pledge</b> <ul style="list-style-type: none"> <li>• Have each person talk with one or two people nearby about what their weekly pledge is and how to remember it during the week</li> </ul>	Maria Otero
4:50	<b>Closing</b> <ul style="list-style-type: none"> <li>• Thanks for being a great group—express appreciation for participating and sharing ideas</li> <li>• Reminder about free health screenings (if available)</li> <li>• Remind everyone to sign up after session for parent-child exercise club</li> </ul>	Maria Otero, Claudia Plaza
5:00	<b>End/After Class</b> <ul style="list-style-type: none"> <li>• Ask Gerardo whether he would like to share his heart health story next week</li> <li>• Don’t forget DVD!</li> <li>• Put snacks and chairs away</li> </ul>	Maria Otero, Claudia Plaza

