**Kick It: Facilitator’s Guide**

**A. PRE-PLANNING**

*Goals and objectives*

* Participants will experience enhanced self-esteem
* Participants will learn skills to make changes in their lives, including stopping or reducing smoking.
* Participants will experience and feel strengthened by group support.
* Participants will quit or reduce smoking and maintain that change for at least six months.

Remember, smoking cessation is a process, and even though your participants may not have all quit smoking, they are on the path to cessation.

*Pre-Program Survey (send at least 2 weeks before start date)*

* Assessing stage for change online survey: important to screen smokers to ensure they are in CONTEMPLATION or PREPARATION stage of change!
* Side note: for one-on-one consults, if client is interested in quitting, use pre-program questionnaire or employees needs assessment (p.25 guide to quitting smoking) 🡪 a rough idea to let you know where your participants are starting.

*Things to Consider*

Adult education involves a two- way sharing of information between the facilitator and the participants in the group. Facilitators should consider:

* What the group would like to talk about regarding their smoking behaviour
* What the group already knows about smoking including the health effects of smoking and the benefits of quitting.
* What the group’s goals are, e.g., to cut down or quit smoking.

*IMPORTANT POINTERS TO MAKE THIS WORK:*

* Treat them as equals.
* Allow them to voice their opinions freely.
* Avoid using jargon and explain terms they do not understand without talking down to them.
* Validate their contributions and knowledge.
* Provide opportunities for them to provide input.
* In general, be flexible around your approach and be open and listen so you can respond to your group’s  needs and priorities.

*Structure of each session*

**MAKE SURE YOU REVIEW THE “OUTLINE FOR CONSULTANTS” AND HANDOUTS BEFORE THE SESSION.**

1. Check In (10 min)

* Brief question to start off the session (3 min). Everyone shares.
* Recap question (3 min): It reinforces learning and provides an opportunity for questions, concerns, and sharing of success stories.
* Deep breathing (5 min): Make sure you practice this BEFORE the session. Ex-smokers have found this to be one of the most important aspects of a smoking cessation program.

1. Learning Exercise (40 min)

* Learning activities (35min): interactive ways to get group engaged on topic, might be group discussion, might be broken up into groups 🡪 all of these involve handouts (read beforehand!)
* Break (5 min): Plan at least one break per session (probably half way point). It’s important to decide at the first meeting HOW to handle breaks. There will be a lot of tension about when and where people can smoke. Help the group decide where they may smoke and allow time for them to get dressed if it is outdoors. Do not call the breaks “smoke breaks.” After quit day, it’s a good idea to do some sort of physical activity during breaks and to serve nutritious snacks to reinforce the behavioural aspects of not smoking.

1. Check Out/Reflection (10 min)

* End off session with a reflection question

Examples:

* + What’s one thing you learned today?
  + How are you feeling after today’s session?
  + What’s one thing you will do between now and the next session?
  + What did you like or dislike about that exercise? What did you learn?  How did you feel? How could it have been better?