

## Healthy Eating Healthy Living Preparation Checklist

<b>Resource/action</b>	<b>Comments</b>	<b>Completed</b>
Identify clients	4–6 per group works best	
Identify area of work	Preferably with kitchen facilities but not essential	
Risk assessment (if needed)	Most employers will have this in place as the types of activities in the pack are similar to what is done normally. Check with manager	
Buy Eatwell Guide activity mat	<a href="http://www.intimex.org">www.intimex.org</a> <a href="http://www.comiccompany.co.uk">www.comiccompany.co.uk</a>  Please note: If you already have the old Eatwell Plate, it is still suitable to use this	
Start collecting wrappers/food packaging/sugar sachets	Optional	
Download sections of pack from SCLD website and place in folder, and make sure you have access to videos and PowerPoints	<a href="http://www.sclld.org.uk">www.sclld.org.uk</a>  Please note: the videos are available on the SCLD website	
Download certificates	Optional – can be done as you go, or some establishments just give all the certificates at the end	
Print off pictures, quizzes, recipes sheets and cook's rules (if using), and laminate where possible. You may need multiple copies of some of these (e.g. recipe sheets and quizzes)	<a href="http://www.sclld.org.uk">www.sclld.org.uk</a>	
Useful aids to always have	Plastic cups, plastic forks, plastic plates, bag of sugar, measuring spoons	

Resource/action	Comments	Completed
Print off evaluations for clients and keep these in a folder		
Running the sessions	Adapt delivery of sessions if needed	
At least a week before, have a look at the pack and identify any resources needed for the section	Recommendation – at the end of a session, look at the following week and write a list of any resources/food needed for the following. Collect these slowly throughout the week when you have time	

### Remember . . .

- Preparation – ‘Failing to plan is planning to fail’ - this may be a cliché, but it’s true! **Preparation can be carried out at the end of a session for the following week. It can be helpful to write down the resources/food you are going to need for the following session, and collect these slowly throughout the week.**
- The size of the pack can be daunting, however, lots of the information is broken down to a very simple level, and gives you ideas of questions to ask to create discussion. You **can always write down your own bullet points of the main things you are going to do and discuss**, and refer to it throughout the session. This can save you getting lost in the pack during delivery.
- Delivery – Don’t worry about timing too much, it will likely be repeated in other sessions. Just work through what you can in the time you have.
- Consolidation – Open with ‘What did we do last time?’ close with ‘What have done today?’
- KEEP IT FUN! Pick team names, break in the middle for coffee, etc.
- The pack can be adapted depending on the facilities and resources available. Remember YOU know the client group best – adapt and

deliver the pack the way you think is best. The most important thing is the information being delivered is accurate and consistent.