# **StrongPeopleTM Strong Bodies Program Planning Guide**

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| ***TASK TO BE DONE*** | ***DATE TO BE ACCOMPLISHED*** | ***DATE COMPLETED*** | ***WHO IS RESPONSIBLE*** | ***REMARKS*** |
| Potential Leader register for SPSB Leader Training |  |  |  |  |
| Potential Leader complete CPR training |  |  |  |  |
| Potential Leader strength train for 6 weeks before Leader Training |  |  |  |  |
| Leader complete full day training (or online training) with SPSB Ambassador |  |  |  |  |
| Acquire equipment for classes |  |  |  |  |
| Choose dates/times for classes |  |  |  |  |
| Secure location for class series |  |  |  |  |
| Promote program |  |  |  |  |
| Host informational meeting |  |  |  |  |
| Provide potential participants with screening and enrollment forms |  |  |  |  |
| Collect and track completed screening and enrollment forms |  |  |  |  |
| Leader strength train for at least 12 weeks before leading program |  |  |  |  |
| Lead SPSB program |  |  |  |  |
| Provide and collect participant evaluation forms |  |  |  |  |