

Brain Health & Dementia Awareness in Our Communities (BDAC) Train-the-Trainer

Tools & Tips for Community Workshops

Schedule the Workshop

Details can make the difference between a great workshop and a poor one. Let's explore some tips for how to schedule a workshop.

Location Reservation

When choosing a workshop space, consider:

Availability | Community spaces fill up fast. Make sure to book the space as early as possible.

Cost | If you do not have your own training space, free locations include libraries, churches, some community centers, and outdoor spaces such as parks. Grant funds can also be used to book a venue.

Familiarity | For the BDAC workshop, a familiar community space could encourage participation and help people feel comfortable.

Location | Make sure it is easy for your participants to access the space or they won't come or will be late.

Technology | Make sure the space has access to internet and a hookup for your computer so you can project the PowerPoint.

Timing | Book the space at least one hour before and after your workshop so you can set up and take down.

At-a-Glance Checklist

- Decide when and where the workshop will be.
- Reserve the space. Block one hour before and after the workshop.
- Advertise the workshop in the way that best reaches your community.
- Register participants.
- Assemble your training kit. See instructions for first time or repeat workshops.
- Send a confirmation email one week before the workshop.
- Send a reminder email three days before the workshop.
- Start set-up at least one hour before the start of your event.
- Set up your workshop space.
- Have a great workshop!



Advertise the Workshop

Once you have a time and location for your workshop, let your community know about it.

When getting the word out about your workshop, consider:

Advertising | The Department of Health has created ready-for-print recruitment and advertising documents. Use them!

Reaching Your Community | You know your community. Choose the type of advertising that works best for you.

Timing | Start advertising the workshop as soon as you schedule it, and at least a month before your event.

WAYS TO ADVERTISE YOUR WORKSHOP:

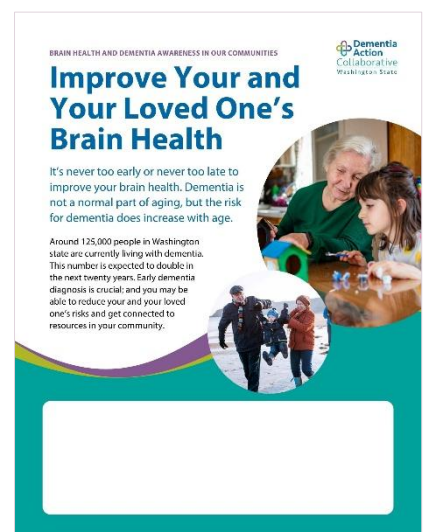
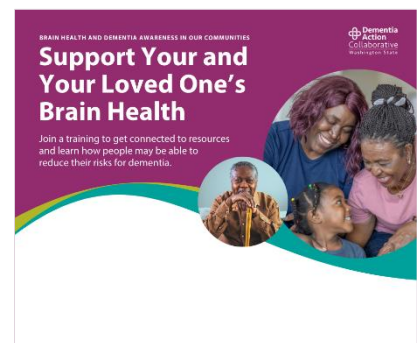
- Posting print fliers on bulletins in coffee shops, restaurants, churches, community centers, libraries.
- Posting on available social media pages.
- Newsletters and email chains.
- Word of mouth.
- Verbal announcement at community events; this should be accompanied by a physical brochure or PowerPoint.

[DOWNLOAD RECRUITMENT MATERIALS & TEMPLATES](#)

waportal.org/partners/brain-health-dementia-awareness-grant

Advertising Tips:

- Start advertising as soon as possible!
- Decide when to cut off registration (days before the training, day-of, etc.)



Register Workshop Participants

Be sure to keep track of the people who plan to attend your BDAC workshop.

As people sign up for your workshop, consider:

Capacity | How many people can your workshop space hold? Cap your registration at that number. Workshop works best with under 20 participants.

Communication | Ask participants for their name and email address. Optional: Request phone number, reason for signing up, and current understanding of dementia and brain health.

Sign-Up | Decide how people will register for the workshop. A digital form? A sign-up sheet? Include how to sign up on all advertising materials.

Track Training Registration:

- Include a link and QR code on your training recruitment materials to a participant registration form for people to fill in their name and email address

CREATING A REGISTRATION FORM

- [Google Forms](#) is a good free tool that allows participants to both register for the training and take a pre-training survey if necessary.
- [Microsoft Forms](#) offers a free platform to track registration; a Microsoft account is necessary.
- [Survey Monkey](#) is another free platform where registration can be tracked. You will need to create a free account but can share the link with your community to recruit participants.

CREATING A QR CODE

- [Canva](#) allows you to generate a free QR code that can be linked to a registration form.
- If you are using a [Microsoft Forms](#) to track registration, you have the option to generate a QR code for the form that can be included on advertising materials.
- Other free QR code generators:
 - [QR Code Monkey](#)
 - [Adobe Express](#)
- Tip: Every time you use a QR code also include a shortened URL link, and instructions on how to use a QR code. Consider using this language: *“Learn more through the link below or using the QR code by pointing your phone camera at the QR code, then touching the prompt on the screen to open the website.”*



Send Confirmation & Reminder Emails

Remember to send confirmation and reminder emails to all participants.

After people sign up for your workshop, consider:

Registration Confirmation | A confirmation email should include 'what', 'where', 'when' and 'how'. Share workshop learning objectives, its location and length, date and time

Reminder Email(s) | More people will remember to come to the BDAC workshop if you send a reminder email. It is best to send three reminders: one week, three days, and the day of your training.

Send Reminder Email to Participants:

- One Week Before
- Three Days Before
- Day of Training

CONFIRMATION EMAIL TEMPLATE FOR THE BDAC WORKSHOP:

Confirmation Email

Subject Line: Dementia Awareness Training – Confirmation | Date, Time – Time

Dear [Participant Name],

You are confirmed to attend the **Brain Health & Dementia Awareness in Our Communities** workshop, hosted by [ORGANIZATION NAME] on [DATE], from [START TIME TO END TIME].

The two-hour Brain Health and Dementia Awareness in Our Communities (BDAC) workshop will define dementia and share strategies to support people who may be living with dementia.

- **Location** | The training will be held at [INSERT THE ADDRESS OF YOUR CHOSEN LOCATION].
- **Building Access and Parking** | [WHERE PARTICIPANTS SHOULD PARK, HOW TO ENTER THE BUILDING AND FIND THE WORKSHOP ROOM.]
- **Check-In** | When you arrive and find the room, please be sure to sign in at the front.

You can expect a few reminders from [ORGANIZATION NAME] in the days before the workshop. If you have any questions, feel free to reach out at [INSERT EMAIL].

We look forward to seeing you on [DATE]!

[ORGANIZATION SIGNATURE LINE]



Prepare for the Workshop

Assemble your training kit for the BDAC Workshop.

When you are preparing for the workshop, consider:

Quantity | Bring more supplies than you think you need in case more people come. Remember, it is your responsibility to use grant funds to print additional participant materials as needed.

Back-Up Plan | In case technology fails, be prepared to use flipcharts instead of PowerPoint.

Treats | NOTE: Grant money does not cover treats. However, if your budget allows consider bringing small rewards like chocolate bars or gummy bears to encourage participation.

Be Prepared:

- Pack more than you think you need
- Plan for technology failure with flipcharts and markers
- Bring snacks or small treats as rewards for participation (not covered by grant funds)

WORKSHOP TRAINING KIT LIST:

- Pens
- Highlighters
- Clicker
- Sharpie Markers (2)
- Nametag Sheets
- Participant Handouts
- Final Reflection Handouts
- Medical Professional Handouts
- Instructors Manual
- Sign-In Sheets
- Evaluation Forms (Using Digital Form Recommended)
- USB – Printable Materials
- Optional: Dongle



Facilitate the Workshop

The following are some best practices to consider when facilitating a workshop.

ATTENDANCE TRACKING

It is important to track training attendance against your participant roster. Use a paper sign-in sheet.

After the training, scan or save a photo of the sign-in sheet for one year, and submit with your grant-tracking paperwork.

- **Before:** Print out a sign-in sheet
- **After:** Scan or save a copy of the sign-in sheet

EARLY SETUP

Arrive early to your location with all of your supplies – at least an hour before your participants – to get connected to technology and set up the training space. Think about table or chair placement so everyone can see the trainer.

- Arrive an hour before the training starts
- Connect to technology
- Angle tables/seating to encourage interaction

SNACKS & BEVERAGES

Grant funds cannot be used to purchase snacks or beverages. However, if your budget allows it is best practice to provide light refreshments for training participants.

- If budget allows, set up coffee and tea service, and/or snacks (not covered by grant funds)

NAME TAGS/NAME TENTS

Nametags are important for both participants and for the trainer. When you can call people by their names, they engage more.

- Print out or provide nametags

EVALUATIONS

Remember to ask participants to complete a training evaluation. Using the digital evaluation is preferred, but paper copies are also available. If you choose to use paper evaluations, it will be your responsibility to enter the data from each paper evaluation into the digital form. If paper evaluations work better for your community, please do use them; but know it will be more administrative work for you.

