



BEFORE PROGRAM COMMENCES:

- Attend required ADRA B2BH support training
- Know your budget and identify all costs for the program
- Schedule - Develop a proposed program schedule for all sessions. Mark on it holidays, school holidays or other important days (including Ramadan). Allow for 2-3 extra sessions in case a session is postponed.
- Venue - Organise a venue and ensure you have all permissions and pay deposits etc.
- Assessment - Undertake community assessment for participant eligibility
- Health Assessments - Who will complete baseline measurements? On what dates?
- Obtain ADRA reporting templates and read through.
- Have Health Assessment Reporting templates ready.

BEFORE EVERY SESSION:

- Read the session through completely at least 4-5 times.
- If you are unsure about any aspect, contact your ADRA supervisor for help.
- Prepare all resources needed
- Prepare any documents to be handed out
- Identify recipe(+ printed copy), prepare food samples and assemble food demonstration items.
- Identify participant requirements and needs for next session (i.e., bring containers for activity)
- Make sure you have followed up on any questions from the previous session.

FIRST SESSION

- Confirm the meeting schedule with participants.
- Handout workbooks and any other materials.
- Create attendance register
- Complete body measurements

FOR ALL SESSIONS

- Sign in each participant on arrival.
- Have a printed version of session (and digital version)
- Take notes of interesting discussion points for feedback to ADRA and B2BH
- Provide responses where participants had asked a question needing follow-up.
- Inform the ADRA supervisor immediately if someone becomes sick during the course**
- Communicate regularly with the ADRA supervisor
- Complete all measurements as required by ADRA B2BH.
- Help organise the community celebration for final session

AFTER PROGRAM:

- Complete ADRA reports.
- Provide relevant feedback to improve B2BH program.
- Complete end of program survey and provide report to ADRA.

PLEASE NOTE:

- Sessions **MUST NOT** be merged (even if you are running late with the schedule).
- There is a lot of information in each session, and participants will feel overwhelmed with a double load.
- It will also shorten the program. The program is intended to go over 6-8 weeks, as this will give sufficient time to implement lifestyle changes.