

Starting a
**Lifestyle Change
Program**
in your Community

QUICK START GUIDE



CONTENT

Quick Start Guide	4
Overview	5
Phase 1: Identify Need, Interest, and Create Buy-In	6
Step 1: Secure a host and align expectations.....	7
Step 2: Finalize details, resources, and data collection	8
<i>Tool 1: Program Checklist.....</i>	<i>8</i>
<i>Tool 2: Program Details Table.....</i>	<i>9</i>
Step 3: Identify and engage other community champions	10
<i>Tool 3: Warm and Cold Pitch Options.....</i>	<i>11</i>
<i>Tool 4: Equipping Champions for Outreach.....</i>	<i>12</i>
<i>Tool 5: Champion Engagement Tracker</i>	<i>13</i>
Phase 2: Recruitment and Enrollment.....	14
Step 4: Conduct direct personal outreach	15
Step 5: Develop and coordinate your outreach plan	15
<i>Tool 6: Sample Outreach Planning Table.....</i>	<i>16</i>
Step 6: Capture interest and manage enrollment communications	17
<i>Tool 7: Participant Interest Response Templates</i>	<i>18</i>
Phase 3: Get Your People Ready for Behavior Change	19
Step 7: Confirm enrollment for interested participants.....	20
<i>Tool 8: Participant Enrollment and Reminder Templates</i>	<i>21</i>
Step 8: Complete pre-launch readiness checklist.....	22
Step 9: Host an orientation session	22
<i>Tool 9: Sample Orientation Session Flow</i>	<i>23</i>
Step 10: Reflection for continuous improvement.....	24
<i>Tool 10: Sample Reflection Questions</i>	<i>24</i>
Step 11: Wrap up and look ahead!	25

APPENDIX CONTENT

Pework	26
Pework 1: Identify People Who Can Help	26
<i>Pework Table 1: People</i>	27
Pework 2: Identify Referral Resources	28
<i>Pework Table 2: Referring Entities</i>	29
Pework 3: Identify Community Gathering Places	30
<i>Pework Table 3: Places Where People Gather</i>	31
Pework 4: Identify Networks and Events.....	32
<i>Pework Table 4: Networks and Events</i>	33
Tools and Tables	34
Tool 1: Program Checklist	34
Tool 2: Program Details (Sharable Table)	35
Tool 3: Warm and Cold Pitch Options for Engaging Champions.....	36
Tool 4: Equipping Champions for Outreach Talking Guide	37
Tool 5: Champion Engagement Tracker	38
Tool 6: Sample Outreach Planning Table.....	39
Tool 7: Participant Interest Response Templates	40
Tool 8: Participant Enrollment and Reminder Templates.....	41
Tool 9: Sample Orientation Session Flow	43
Tool 10: Sample Reflection Questions	44

QUICK START GUIDE

Background

Coaches leading lifestyle change programs often receive extensive curricular and content-based training, but receive minimal training, resources, and support on how to launch a successful new program. This guide is designed to better understand what to do between training or certification and program implementation.

Purpose

This guide is intended to provide support to new and existing Lifestyle Coaches interested in starting a lifestyle change program in their community. Organizations interested in offering Healthy Lifestyle programming may also find this guide helpful for getting started.

There are many steps involved in building a successful program that require intentional planning, coordination, and communication. While most of these steps are not difficult and do not need to be extremely time-consuming, they do need to be factored into the plan for building successful community-level programming.

This guide is here to provide a step-by-step roadmap to make it easier to get started and to more easily progress through all the program development that happens behind the scenes before the first session is even on the calendar.

Getting Started: Note Before You Begin

If you are starting a lifestyle change program from scratch, or do not yet have a host organization identified, please review the [Prewrite](#) section located in the Appendix before beginning Phase 1. The [Prewrite](#) provides additional support for securing a host organization and partners and helps ensure the foundational elements are in place to move forward with confidence.

The Quick Start Guide and Phase 1 assume that you have a host organization in mind. If, after reviewing the [Prewrite](#), you feel these elements are already established, you may proceed directly to Phase 1.

Questions or Concerns

If you have questions, need clarification, or have concerns at any point while using this guide, please contact Michelle Haselhorst (Michelle.Haselhorst@state.sd.us)

The goal in creating this Quick Start Guide is to make it easier for coaches to get this important behavior- and life-changing support to your community. However, some healthy lifestyle programs have a broader set of standards to follow for program implementation. The National Diabetes Prevention Program (National DPP) is one such program. Organizations considering offering the National DPP should review the CDC Diabetes Prevention Recognition Program standards.

NOTE: Every community is made up of different people, places, norms, and resources unique to the local history, infrastructure, and opportunities. This guide is designed to share general practices and processes that may be consistent across many diverse communities. However, it is always important to adjust the language, style, or approach in a way that makes sense for each distinct community.

OVERVIEW

Phase 1

Identify Need, Interest, and Create Buy-In

Expected Timeline: 1-2 months

The purpose of this phase is to build initial interest and organizational support for launching a Healthy Lifestyle or Diabetes Prevention Program. This phase focuses on identifying champions, partners, and community connections that can help move the idea forward.

Milestone		Date Completed
Step 1: Secure a host and align expectations		
Step 2: Finalize details, resources, and data collection	Tool 1: Program Checklist Tool 2: Program Details Table	
Step 3: Identify and engage community champions	Tool 3: Warm/Cold Pitch Options Tool 4: Champion Talking Guide Tool 5: Champion Engagement Tracker	

Phase 2

Recruitment and Enrollment

Expected Timeline: at least 3 months

At this point, you have a committed host, your basic setup is in place, and you have a growing circle of champions. If those pieces aren't ready yet, stop here and go back to the Prewrite and Phase 1 before continuing. In this phase, you focus on getting the word out, coordinating outreach with your champions and host, keeping track of who is interested, and staying in touch with people until they officially enroll.

Milestone		Date Completed
Step 4: Conduct direct personal outreach		
Step 5: Develop and coordinate your outreach plan	Tool 6: Outreach Planning Table	
Step 6: Capture interest and manage enrollment communications	Tool 7: Participant Interest and Enrollment Response Templates	

Phase 3

Getting Ready for Launch

Expected Timeline: 2-4 weeks

The purpose of this phase is to ensure that you, your partners, and your participants are all ready before the program begins. Recruitment and enrollment have been completed so now the focus is on confirming the plan.

Milestone		Date Completed
Step 7: Confirm enrollment for interested participants	Tool 8: Participant Enrollment and Reminder Templates	
Step 8: Complete pre-launch readiness checklist		
Step 9: Host an orientation session	Tool 9: Sample Orientation Session Flow	
Step 10: Reflection for continuous improvement	Tool 10: Sample Reflection Questions	
Step 11: Wrap Up and Look Ahead		

PHASE 1

Identify Need, Interest, and Create Buy-In

The purpose of this phase is to build initial interest and organizational support for launching a Healthy Lifestyle or Diabetes Prevention Program. This phase focuses on identifying champions, partners, and community connections that can help move the idea forward.

Expected Timeline: 1-2 months

By the end of Phase 1, you will have:

- ✓ A clear pitch ready for conversations with partners and hosts
- ✓ An organization and/or site director willing to host a Healthy Lifestyle Program within the next 3–6 months
- ✓ Identified individuals who can support the outreach process and serve as a site director
- ✓ Community champions who will actively help promote the program
- ✓ A Shareholder Engagement Tracker documenting outreach and interest

To Identify Interest and Create Buy-In, you will:		Date Completed
Step 1: Secure a host and align expectations		
Step 2: Finalize details, resources, and data collection	Tool 1: Program Checklist Tool 2: Program Details Table	
Step 3: Identify and engage community champions	Tool 3: Warm/Cold Pitch Options Tool 4: Champion Talking Guide Tool 5: Champion Engagement Tracker	



Step 1

Secure a host and align expectations

Use the relationships and insights from your [Prework](#) to identify a hosting partner that is a strong fit. A good host increases participant trust, supports the planning process, and helps your program run smoothly. The host will be just that—hosting and managing the program to allow you to effectively facilitate the program sessions. In some cases, coaches may not need to identify an external host. Many coaches deliver programs within their own organization. If this is the case for you, [move onto Step 2](#).

Start with warm connections. These partners already know you or have been introduced through a trusted contact, making conversations easier and engagement stronger.

What to discuss when approaching a potential host:

- + **Program overview:** Keep it short and focused: who the program serves, what participants gain, and why the host's community would benefit. Use the Key Points listed below to sell your program:
 - This is not just a health class — it's a **behavior change program**.
 - This is a structured model: **sixteen weekly sessions**, followed by **6 months of continued engagement and support**. (Specific to National DPP)
 - This program is designed to help participants make real, **sustained lifestyle changes**, not short-term fixes.
- + **Hosting needs:** Clearly outline what you need from them (space or virtual platform, staff liaison, communication support).
- + **Roles and expectations:** Identify who would serve as the site contact or site director and what responsibilities they would take on.
- + **Timing:** Discuss potential program cycles, preferred days/times, and any scheduling constraints.
- + **Support available from you:** Share how you will handle curriculum, facilitation, materials, reminders, and overall coordination.
- + **Benefits to the host:** Emphasize alignment with their mission, improved community health, or added value for their members or clients.

What you are trying to confirm:

- + Is this a good environment for your target participants?
- + Do they have space or virtual capacity that meets program needs?
- + Do they have a point person who is reliable and responsive?
- + Are they sincerely committed—not just curious—to supporting the program?

If the host is a good fit:

Document the agreement (even informally) so both sides are clear on:

- + Space/technology arrangements
- + Roles
- + Communication expectations
- + Timeline
- + Promotion responsibilities

Then move into finalizing details.



Step 2

Finalize details, resources, and data collection

This step outlines the program details that will need to be managed by the host (or by another individuals as outline in a pre-determined agreement). The information will be communicated with interested participants during the next phase.

Use the checklist below to work together with your host to ensure all program components are ready before outreach or enrollment begins. This helps your host feel supported and ensures you and your participants experience a smooth start.

TOOL #1

PROGRAM CHECKLIST

For In-Person Program: Location

- ☐ Physical site identified or virtual platform selected.
- ☐ Space meets basic accessibility needs such as parking, building entry, and restrooms.
- ☐ Space provides privacy and minimal noise.
- ☐ Adequate seating, tables, and lighting are available.
- ☐ Setup and cleanup expectations are understood.
- ☐ Any facility permissions or costs have been discussed.

For Virtual Program: Online Platform

- ☐ Technology such as Wi-Fi, outlets, and screens are available, if needed.
- ☐ The host, facilitator, and lifestyle coach have tested the platform and all related technology.

People and Roles

- ☐ A site director or primary point of contact has been identified.
- ☐ A facilitator has been confirmed.
- ☐ Support needs such as registration management, reminder calls, or basic tech support have been identified.
- ☐ Champions who can assist with outreach have been identified and briefed.
- ☐ The host understands their responsibilities and timeline.

Materials and Supplies

- ☐ Promotional materials such as flyers, announcements, or sign-up information are prepared.
- ☐ The host has the outreach materials they need to help promote the program.
- ☐ Participant materials are prepared in print or digital format.
- ☐ The curriculum is ready for use.
- ☐ Scales or other tools needed for in-person programs are available if applicable.
- ☐ Attendance or participation tracking tools are ready in print or virtual form.

Enrollment Process

- ☐ The enrollment method has been selected, such as a simple self-enrollment or an interest form.
- ☐ An interest form has been created.
- ☐ A clear communication plan for responding to inquiries has been drafted and reviewed.

- ☐ If you are offering the National DPP or choose to have eligibility requirements for another lifestyle change programs, clarify how eligibility is going to be documented.
 - o You can use the Undo the Risk online assessment to determine eligibility.
 - o Additional eligibility requirements for National DPP are detailed here: <https://www.cdc.gov/diabetes-prevention/eligible-lifestyle-change-program/index.html>

Data Collection Plan

- ☐ Determine how enrollment and participant information will be collected and stored
- ☐ Participant data needs have been defined.
 - o Even if you aren't reporting data, it is important to track the outcomes of your program!
- ☐ Data collection forms or digital tools are ready.
- ☐ Data entry responsibilities are assigned.
- ☐ Privacy and confidentiality safeguards are in place.
- ☐ The host understands what information they are responsible for and what they are not responsible for.

TOOL #2**PROGRAM DETAILS: SHARABLE TABLE**

This section captures the important details of your program. It is designed to be shared widely with champions, host site staff, and potential participants. The information in this section should answer the practical questions people have when deciding whether to enroll, such as how the program works, when it meets, and how to sign up.

Complete this section first to ensure all enrollment and scheduling details are finalized before outreach begins. Once completed, this section can be copied directly into flyers, emails, newsletters, or sign-up pages without modification.

Program Details

Program Name		
How to Enroll	Link	
	Phone Number	
Enrollment Deadline		
Program Duration		
Meeting Schedule		
Program Format		
Program Location		
Primary Contact		



Step 3

Identify and engage other community champions

Champions are essential to motivating participation, spreading the word, and helping you reach adults who will benefit from a healthy living program. Your host can likely serve as a champion and assist with promotion, but it is important to engage others in the marketing process to ensure that you reach a variety of audiences. This step builds on your pre-work and moves from planning to active outreach.

What to Do

- + Return to your prework lists (people, places, networks, events). Identify individuals who naturally interact with or support your target population.
- + Look for people who:
 - o Are trusted in their community
 - o Regularly see adults with chronic disease risk
 - o Have influence or strong relationships (formal or informal)
- + Ideal champions include: faith leaders, clinic staff, community advocates, local business owners, librarians, social service workers, HR or wellness staff, and past program participants.

Warm Connection First

Warm connections are far more effective than cold outreach. Use people you already know to introduce you to others.

Examples:

- + "Would you be willing to share this flyer with your group?"
- + "Is there someone in your network who should hear about this program?"

Warm introductions reduce resistance and immediately build trust.

Engaging Champions

In a brief conversation, clarify:

- + The purpose of the program
- + Who you hope to reach
- + How they can help (share info, refer possible participants, introduce you to partners, host outreach events)
- + What support you will provide (flyers, scripts, simple talking points)

TOOL #3**WARM AND COLD PITCH OPTIONS FOR ENGAGING CHAMPIONS**

Below are 2 pitch options: one for a warm connection, and one for a cold connection. Feel free to mix and match language.

Warm Pitch:

Hi [Name], hope you've been well. I'm reaching out because we're exploring getting a [program] started and I immediately thought of your connection to the community.

This isn't just a health program. It's a structured lifestyle change model with 16 core sessions followed by several months of ongoing support, designed to help people make and sustain lifestyle changes.

We're trying to build early momentum, and your voice could really help. Would you be open to sharing information or helping us spread the word once we're ready to launch?

Cold Pitch:

Hi, my name is [Your Name], and I'm with [Organization]. We're exploring getting a healthy lifestyle change program started and would love to have your support.

The goal is to bring a model that includes structured educational sessions + long-term support to our community to help people make real lifestyle changes.

Given your work with [community/organization/population], I thought this might be a meaningful resource for the people you serve. Would you be open to a brief conversation about helping champion or promote it once we're underway?

TOOL #4**EQUIPPING CHAMPIONS FOR OUTREACH: TALKING GUIDE**

Rather than giving champions scattered flyers, emails, or verbal instructions, this step focuses on creating one clear, sharable talking guide that champions can use as their primary reference as they promote your program to their communities. The talking points on this guide were developed to promote the National DPP and similar behavior change programs, please adjust as needed to fit your program's needs.

SECTION 1: Program Details**In 1–2 sentences, what is this program?**

This is a structured, evidence-based behavior change program designed to help adults reduce their risk of type 2 diabetes by building healthier habits around eating, physical activity, and stress over time.

Who is this program for?

Adults at risk for type 2 diabetes or other chronic conditions who want practical support, accountability, and guidance to make sustainable lifestyle changes.

What is the main benefit for participants?

Participants gain the skills, confidence, and ongoing support needed to make realistic changes that improve their health and reduce their risk of diabetes.

SECTION 2: Key Talking Points**This program is different because:**

- It focuses on behavior change, not just education
- It offers ongoing support to make healthy lifestyle changes as easy as possible beyond initial educational sessions
- It encourages realistic, sustainable changes that fit into participant's real life
- It is evidence based and proven to reduce diabetes risk

Top benefits participants gain:

1. Practical tools to improve eating habits, physical activity, and daily routines
2. Support and accountability from a trained lifestyle coach and peers
3. Confidence to make and maintain healthy changes over time

SECTION 3: Optional Champion Script

"I wanted to share a program that's starting soon. It's designed to support people in making realistic lifestyle changes over time, with guidance and group support. It's not about being perfect—it's about getting started. If you're interested, you can sign up here: [\[link\]](#)."

SECTION 4: What We're Asking Champions to Do**Champions are asked to:**

- ☐ Share this program with people they think would benefit
- ☐ Use the talking points and script when discussing the program
- ☐ Share the enrollment link or sign-up method
- ☐ Encourage enrollment before the deadline

TOOL #5**CHAMPION ENGAGEMENT TRACKER**

This section captures the important details of your program. It is designed to be shared widely with champions, host site staff, and potential participants. The information in this section should answer the practical questions people have when deciding whether to enroll, such as how the program works, when it meets, and how to sign up.

Complete this section first to ensure all enrollment and scheduling details are finalized before outreach begins. Once completed, this section can be copied directly into flyers, emails, newsletters, or sign-up pages without modification.

Name/Organization	Type (Champion, Partner, Referral Source)	Initial Contact Date	Engagement Status (Interested/Active/Not Yet Contacted)	Next Action/Follow Up Date	Notes

PHASE 2

Recruitment and Enrollment

At this point, you have a committed host, your basic setup is in place, and you have a growing circle of champions. If those pieces aren't ready yet, stop here and go back to the Pre-work and Phase 1 before continuing. In this phase, you focus on getting the word out, coordinating outreach with your champions and host, keeping track of who is interested, and staying in touch with people until they officially enroll.

Expected Timeline: at least 3 months

By the end of Phase 2, you will have:

- ✓ Outreach actively happening both personally, and through trusted community connections
- ✓ A coordinated outreach plan with defined roles and consistent messaging
- ✓ Clear, consistent program information communicated to all interested participants
- ✓ A streamlined enrollment process aligned with program requirements
- ✓ Participants enrolled and prepared to begin the program

For Recruitment and Enrollment, you will:		Date Completed
Step 4: Conduct direct personal outreach		
Step 5: Develop and coordinate your outreach plan	Tool 6: Outreach Planning Table	
Step 6: Capture interest and manage enrollment communications	Tool 7: Participant Interest and Enrollment Response Templates	



Step 4

Conduct direct personal outreach

Begin by conducting direct outreach through your existing professional, organizational, and community networks. Personal outreach builds trust and generates early interest.

Key actions may include:

- + Distributing flyers or printed materials in relevant community settings
- + Setting up a table or a booth at community events, health fairs, or organizational gatherings
- + Sharing brief program overviews at standing meetings or events
- + Posting or sharing information through organizational newsletters, listservs, or internal communication channels

Direct outreach should reinforce consistent core messages and be coordinated with champions and host partners.



Step 5

Develop and coordinate your outreach plan

Once personal outreach is underway, work closely with champions and the host site to formalize your outreach plan. This ensures roles are clear, messaging is consistent, and follow-up processes are aligned. Use the outreach table above to ensure efforts are aligned across you, your host, and your champions.

Key Actions:

- Coordinate with champions and the host site to develop a simple outreach plan (who will go where, when, and with what message)
- Ensure champions and outreach partners have clear talking points and enrollment instructions
- Set up or confirm standardized forms to capture participant information consistently
- Monitor incoming interest submissions on a regular basis
- Respond promptly to questions, calls, or emails from prospective participants
- Confirm enrollment and clearly communicate next steps, including timelines and expectations

A coordinated outreach plan reduces duplication, increases clarity, and strengthens trust across partners. To organize and align outreach efforts, use the planning table below.

Outreach Coordination Checklist

- ☐ Outreach roles are clearly defined (champions, host staff, partners)
- ☐ Outreach locations or opportunities are identified (events, meetings, sites, platforms)
- ☐ Target audiences for each outreach activity are identified
- ☐ Key messages and talking points are agreed upon
- ☐ Enrollment or interest form links or materials are shared with all outreach partners
- ☐ A point person is identified for enrollment questions and follow-up

TOOL #6

SAMPLE OUTREACH PLANNING TABLE

Outreach Partner (You, Host, Champion)	Location, Event, or Method of Outreach	Audience	Key Message	Capturing Interest



Step 6

Capture interest and manage enrollment communications

Once outreach is generating interest, establish a clear and simple system for capturing participant information and responding promptly. Responsiveness at this stage ensures participants feel informed, supported, and ready to begin the program.

Begin by creating a short, accessible interest form. The goal is to reduce friction and make it easy for people to express interest without committing immediately.

Sample Interest Form Fields:

- + Full Name
- + Preferred Contact Method (phone, email, text)
- + Phone Number
- + Email Address
- + Would you like to sign up for (insert program name):
 - ☐ Yes, sign me up!
 - ☐ Maybe. I will need more information

Keep this form brief and easy to access. It may make sense to print copies of this form for you, your host, and your champions to use during outreach. Make sure these paper forms are collected promptly, and the online interest form is monitored regularly. Establish a clear internal expectation for follow-up, ideally within one to two business days.

For individuals who indicate they are ready to enroll, provide a link to a more detailed enrollment form. This form should collect all required participation information while remaining streamlined.

Sample Enrollment Form Fields:

- + Participant name
- + Preferred contact method
- + Phone number
- + Email address
- + Eligibility screening question(s), if applicable
- + Preferred program location or format, if applicable
- + How did you hear about this program?
- + Any questions or support needs

Prepare standardized communication templates so responses are timely and consistent. Individuals who select “Yes, sign me up” should receive the enrollment link immediately, along with key program details. Individuals who request more information should receive a brief overview of the program and an invitation to ask questions or schedule a short conversation before enrolling. Clear, timely follow-up ensures prospective participants feel acknowledged, informed, and supported as they move toward enrollment.

TOOL #7**PARTICIPANT INTEREST RESPONSE TEMPLATES**

The following email templates can be adapted for text message communication. Adjust tone, timing, and details as needed to align with the program and audience.

Response to Interest Form***For respondents who select “Yes, sign me up!”***

Subject: You’re Taking a Great Step: Complete Your Registration

Hello [Participant Name],

Thank you for your interest in [Program Name]. I’m so glad you’re ready to take this step. Programs like this are designed to support real, sustainable health changes, and your body will benefit from every small action you take.

To secure your spot, please complete your enrollment here: [Enrollment Link]

Program details:

- Start date: [Date]
- Location/format: [Details]
- Schedule: [Days/times]

If you have any questions while completing the form, please contact [Name/Email/Phone].

You’re making an investment in your health, and that matters! I am excited to support you.

Best regards,

[Program Team / Organization Name]

For participants who respond “Maybe, I need more information”

Subject: More About [Program Name]: Here to Help You Decide

Hello [Name],

Thank you for your interest in [Program Name]. I’m glad to hear you may be interested. This program is designed to help people build practical skills, strengthen healthy habits, and support long-term well-being. Even small changes can have a meaningful impact on your health over time.

Here’s a quick overview:

- [Short description of program goals]
- [Who the program is for]
- [What participation looks like]
- [Time commitment]

If you’d like to talk through whether this program is a good fit for you, I’d be happy to connect. You can reply to this email or reach me at [Phone/Email]. When you’re ready, here is the enrollment link: [Enrollment Link]

Whatever you decide, taking time to think about your health is a positive step.

Looking forward to connecting,

[Program Team / Organization Name]

PHASE 3

Get Your People Ready for Behavior Change

The purpose of this phase is to ensure that you, your partners, and your participants are all ready before the program begins. Recruitment and enrollment have been completed so now the focus is on confirming the plan.

Expected Timeline: 2-4 weeks

By the end of Phase 3, you will have:

- ✓ Final the details- roles, and responsibilities confirmed
- ✓ Participant roster finalized
- ✓ An orientation session held with participants
- ✓ Participant questions, concerns, or barriers identified and addressed
- ✓ Any needed adjustments made before Session 1
- ✓ A clear plan and tools prepared for post-program reflection

For Recruitment and Enrollment, you will:		Date Completed
Step 7: Confirm enrollment for interested participants	Tool 8: Participant Enrollment and Reminder Templates	
Step 8: Complete pre-launch readiness checklist		
Step 9: Host an orientation session	Tool 9: Sample Orientation Session Flow	
Step 10: Reflection for continuous improvement	Tool 10: Sample Reflection Questions	
Step 11: Wrap Up and Look Ahead		



Step 7

Confirm enrollment for interested participants

Once a participant completes the enrollment form, the process naturally moves from confirmation of enrollment to ongoing communications and reminders. While the confirmation ensures they are officially registered and have all program details, the communications and reminders serve to motivate, support, and prepare participants leading up to the program start.

TOOL #8

PARTICIPANT ENROLLMENT AND REMINDER TEMPLATES

Enrollment Confirmation Email

Subject: You're Confirmed for [Program Name]: I'm Glad You're Joining

Hello [Name],

You're officially enrolled in [Program Name], and I am so glad you'll be joining us.

Choosing to participate in a program like this is a meaningful step toward supporting your health. The time and effort you invest can lead to real, lasting benefits, and I am here to support you along the way.

Here are your program details:

- **Start date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person address or virtual link]
- **Program schedule:** [Days/times and duration]

For the first session, please:

- Bring something to take notes with
- [Insert other needs here, e.g., ID, completed eligibility documentation, program materials]
- Come with an open mindset, ready to engage and try new strategies to support your health!

If you have questions or need support before we begin, please contact me at [Phone/Email]. I am happy to help.

You've taken an important step. I look forward to working together and supporting you as you build skills and habits that benefit your health.

See you soon,

[Program Team / Organization Name]

1-Week Reminder Email

Subject: One Week Until We Begin! You're on Your Way

Hello [Name],

[Program Name] starts in one week, and we're excited to get started.

You've already taken an important step by enrolling. Showing up next week is another step toward building habits that support your long-term health. Change doesn't happen all at once, it happens through consistent, manageable actions, and that's exactly what this program supports.

Session details:

- **Start date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person address or virtual link]
- **Program schedule:** [Days/times and duration]

For the first session, please:

- Bring something to take notes with
- [Insert other needs here, e.g., ID, completed eligibility documentation, program materials]
- Think about one small personal goal you'd like to work on during the program.

Your participation matters. The effort you put in now can lead to meaningful improvements in how you feel day to day.

We're looking forward to seeing you next week.

[Program Team / Organization Name]

1-Day Reminder Email

Subject: We Start Tomorrow! You're Ready for This

Hello [Name],

This is a reminder that [Program Name] begins tomorrow.

Taking time for your health isn't always easy, and we want to recognize the commitment you're making. Every session is an opportunity to learn something new, build confidence, and support your body in positive ways.

Session details:

- **Start date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person address or virtual link]
- **Program schedule:** [Days/times and duration]

For the first session, please:

- Bring something to take notes with
- [Insert other needs here, e.g., ID, completed eligibility documentation, program materials]
- Take a deep breath and come ready to actively participate, ask questions, and celebrate small wins as you go!

You're ready for this, and we're here to support you every step of the way.

See you tomorrow,

[Program Team / Organization Name]



Step 8

Complete pre-launch readiness checklist

Use this checklist to confirm that all program details are in place before the program begins. Responsibility for completing or verifying these items typically rests with you, the program lead.

- ☐ Program dates, times, and duration finalized
- ☐ Location confirmed or virtual platform links created and tested
- ☐ Coach(es) confirmed and briefed on agenda and expectations
- ☐ Host site roles, responsibilities, and points of contact confirmed
- ☐ Participant roster finalized and attendance expectations reviewed
- ☐ Participant eligibility is documented as required for your program
- ☐ Materials prepared (curriculum, handouts, supplies, links)
- ☐ Accessibility needs reviewed and accommodations arranged as needed
- ☐ Technology tested, including backups for virtual sessions
- ☐ Day-of support plan established (sign-in, troubleshooting, late arrivals)
- ☐ Final pre-launch communications sent to participants

Completing this checklist reduces last-minute issues and allows you to focus on leading the sessions and participant engagement once the program begins.



Step 9

Host an orientation session

The orientation session is an informal session held before the program starts. It gives everyone a chance to get to know each other, make sure they are ready, go over important details, and ask questions. This session should be held the same way the program will be offered (in-person or virtual). It isn't required, but it's strongly recommended because it will help you understand how ready your participants are so you can address any concerns before the first session.

TOOL #9**SAMPLE ORIENTATION SESSION FLOW****Orientation session objectives:**

- Welcome participants and establish a supportive tone
- Introduce yourself and other key points of contact
- Ensure participants understand the program and feel prepared to begin
- Surface questions, concerns, or barriers early

Suggested orientation session agenda:**1. Welcome and introductions**

Brief introductions of facilitators and participants; overview of the purpose of the session.

2. Program overview

Plain-language explanation of program goals, structure, session format, and participation expectations.

3. Session walkthrough

Review schedule, location or virtual access, session length, and any materials participants should bring or review.

4. Participation readiness check

Open discussion to invite questions, identify potential barriers (schedule conflicts, transportation, technology, comfort level), and clarify available supports.

5. Next steps

Confirm what participants can expect before Session 1 and how to get help if questions arise.

For virtual orientation sessions, ensure the platform is easy to access, provide dial-in options if possible, and allow extra time for technical support and questions.

Information gathered during the orientation session should be documented and used to guide follow-up communication or any needed changes before the program starts.



Step 10

Reflection for continuous improvement

Reflection planning starts before the program begins so that you can track what you learn along the way. The goal is to look at how your setup, recruitment, and enrollment went, and use that information to improve future programs. It's also helpful to pause now and then throughout the program to check in with yourself and the participants and see how things are going.

At this stage, consider:

+ Who will reflect?

Reflection can involve you as the program lead, the host, and any champions who were engaged in recruitment or coordination. Decide whether reflection will include all involved team members or a smaller group based on program size, available capacity, and the level of detail you want to capture.

+ How will reflection happen?

Select methods that work for your team, such as quick check-in conversations, structured discussion guides, one-on-one reflections, or short summary notes.

+ When will reflection occur?

Establish a timeline for reflection shortly after the orientation session, while experiences with set up are still fresh. Consider also setting aside time periodically during the program to reflect on what's working well and where adjustments might help.

To support this process, prepare discussion guides or survey questions in advance. Examples are provided below and can be adapted based on audience and format.

TOOL #10

SAMPLE REFLECTION QUESTIONS

For the program lead:

- What aspects of setup, recruitment, and enrollment went as planned?
- Where did coordination, communication, or planning require adjustments?
- What lessons can inform planning, timelines, or staffing for future programs?
- What would you do differently next time to improve the process?

For the host site:

- How clear were roles, responsibilities, and expectations?
- How well did communication and coordination work between host staff and the program team?
- Which parts of the setup went smoothly, and which required more work?
- What support would have been helpful before or during the program?
- Would the host be willing to support this program again? Why or why not?

For champions involved in outreach:

- What helped you feel most effective in promoting the program?
- What could improve communication, materials, or support for future outreach?
- Were there challenges that made outreach more difficult than expected?

Assign responsibility for collecting, summarizing, and reviewing reflection data, and plan how insights will be used to improve future implementation.



Step 11

Wrap up and look ahead!

By this point, you have taken the steps to start a Healthy Lifestyle Program in your community. From early planning to getting participants in the door, your work is making a real difference. As you go through your first cohort, remember that things may not be perfect. Each session is a chance to learn and improve.

Closing Out Your Cohort:

At the end of your program, take time to wrap things up in a thoughtful way

- + Celebrate participant progress
- + Ask participants what they learned and what they plan to continue
- + Thank your host, champions, and partners
- + Make sure attendance and program data are complete
- + Gather simple feedback on what worked and what could be better

A strong ending helps participants feel proud and more likely to stick with healthy changes.

Preparing for Future Cohorts:

After your first program, use what you learned to make the next one even better.

- + Think about what worked well and what you would change
- + Stay connected with your host and champions
- + Look for new ways to reach participants
- + Encourage past participants to share the program with others

Each program makes the next one easier.

Final Note

Starting a program like this takes time and effort. The work you are doing matters. If you have questions or need support along the way, please reach out to [Michelle](#). She is here to help!

APPENDIX

Prework

Starting a Healthy Lifestyle Program works best when you've done some early mapping and planning before approaching any site or partner. This Prework helps you take a step back to consider who is in your community, where potential participants spend time, and who may be positioned to host your program or offer some other form of support.

This Prework is about taking the time to consider all the possible connections, resources, and overlapping factors that could make your program better or easier to manage—or both!

This tool does not require perfection. You do not need to answer every question in detail. ***Use this tool to help you think about what it is you need and where it is that you may be able to find it.***

Your Prework should help you:

- ✓ Think about all the people who may have interest or ability to help open doors
- ✓ Understand where your potential participants already gather
- ✓ Identify natural referral pathways
- ✓ Recognize networks and events that can amplify your outreach
- ✓ Spot potential hosts or site directors right from the start

Once this information is organized, you will be prepared to market your program, secure a hosting partner, and launch with confidence.

1) Identify people who can help

Start by mapping who you know (and who they know) that can help move your idea forward. These people can help connect you to potential participants, partners, or community resources.

- Include people who can support logistically, such as those who can host the program, serve as a site director, or assist with operations.
- Think across community systems: health care, schools, workplaces, recreation centers, local government, and faith-based organizations.
- Consider who has trust and influence within their community, even if they're not health professionals.

Use the tables below to list:

- **People:** individuals who could support, refer, or host
- **Referring entities:** clinics, social service programs, or agencies
- **Networks:** existing groups or coalitions that could help spread the word
- **Places:** community settings where your audience spends time
- **Events:** Special event or ongoing activities where you may be able to identify interest

Pro Tip: Don't get stuck on only "health-focused" partners. A local barber, librarian, or PTA mom might be just as helpful as a clinic director. And don't wait until you have everything figured out" before talking to anyone. Early conversations spark energy, surface ideas, and help you refine your message.

PREWORK TABLE #1

PEOPLE

Who already cares about community health, is concerned about the health of a group of people, is trusted by others, or has influence that could help get others involved?

Examples: faith leaders, community advocates, health educators, local business owners, civic group leaders, healthcare providers.

Name/Role	Organization or How they are relevant	Connection Strength (Warm/New)	Notes

2) Identify referral sources

Referral partners connect you with people who would benefit from your program. Start with warm connections whenever possible, a friendly introduction or existing partnership goes much farther than a cold call. If you work with or within a healthcare system, they can act as a referral entity for you.

Potential referral sources include:

- Primary care clinics, pharmacies, and health departments
- Employers with wellness initiatives
- Community health workers or promoters
- Case managers or insurance-based wellness programs

When reaching out:

- Learn how they currently identify individuals with prediabetes or chronic disease risks.
- Ask how your program could fit into or complement their referral process.
- Note any privacy or HIPAA considerations if you'll be exchanging participant information.

PREWORK TABLE #2**REFERRING ENTITIES**

Who might refer people to your program or share participant lists?

Examples: clinics, hospitals, pharmacies, insurance programs, employers.

Entity/Contact	Referral Type	Existing Relationship (Yes/No)	Notes/Opportunities

3) Identify community gathering places

Knowing where your audience gathers helps you meet them where they already are. These locations can serve as outreach sites, recruitment spaces, or even places to host the program.

Examples include:

- Churches or faith-based centers
- Libraries, senior centers, and schools
- Food pantries, community gardens, or farmers markets
- Local nonprofits, recreation centers, or neighborhood associations

When visiting or calling potential sites:

- Ask about existing health or wellness activities and whether they host outside programs.
- Learn about the space setup (seating, technology, accessibility).
- Discuss possible scheduling windows and what support they might need from you.

Use this step to uncover both **community connections** and **logistical possibilities** for hosting.

PREWORK TABLE #3

PLACES WHERE PEOPLE GATHER

Where does your target audience spend time?

Examples: churches, community centers, gyms, libraries, farmers' markets, salons/barbershops, schools.

Place/Organization	Audience Type	Existing Relationship (Yes/No)	Notes/Opportunities

4) *Identify networks and events*

In addition to individual contacts and community places, consider **networks** and **events** that already reach people who may benefit from a healthy living program. These are efficient, ready-made pathways for outreach and warm connections.

Networks

Networks are groups that regularly share information or coordinate activities. They can help you reach potential participants or partners quickly.

Examples:

- Chronic disease or wellness coalitions
- Faith-based health ministries
- Senior center networks
- Social service or food security networks
- Employer wellness committees

Look for networks whose members have consistent contact with adults at risk for diabetes or chronic conditions. Identify who manages communication so you can request a brief announcement or introduction.

Events

Events bring together people who may be interested in a healthy living program or those who influence them.

Examples:

- Health fairs
- Church or community wellness days
- Senior center gatherings
- Back-to-school or family resource events
- Workplace wellness events

Focus on events that attract adults seeking support for healthier living or those managing existing health risks. Determine whether you can attend, present briefly, or share materials.

PREWORK TABLE #4**NETWORKS AND EVENTS**

What recurring gatherings or organizations bring people together?

Network/Event	Frequency of Meeting	Potential Role (Promote/Connect)	Notes

TOOLS AND TABLES

TOOL #1

PROGRAM CHECKLIST

For In-Person Program: Location

- ☐ Physical site identified or virtual platform selected.
- ☐ Space meets basic accessibility needs such as parking, building entry, and restrooms.
- ☐ Space provides privacy and minimal noise.
- ☐ Adequate seating, tables, and lighting are available.
- ☐ Setup and cleanup expectations are understood.
- ☐ Any facility permissions or costs have been discussed.

For Virtual Program: Online Platform

- ☐ Technology such as Wi-Fi, outlets, and screens are available, if needed.
- ☐ The host, facilitator, and lifestyle coach have tested the platform and all related technology.

People and Roles

- ☐ A site director or primary point of contact has been identified.
- ☐ A facilitator has been confirmed.
- ☐ Support needs such as registration management, reminder calls, or basic tech support have been identified.
- ☐ Champions who can assist with outreach have been identified and briefed.
- ☐ The host understands their responsibilities and timeline.

Materials and Supplies

- ☐ Promotional materials such as flyers, announcements, or sign-up information are prepared.
- ☐ The host has the outreach materials they need to help promote the program.
- ☐ Participant materials are prepared in print or digital format.
- ☐ The curriculum is ready for use.
- ☐ Scales or other tools needed for in-person programs are available if applicable.
- ☐ Attendance or participation tracking tools are ready in print or virtual form.

Enrollment Process

- ☐ The enrollment method has been selected, such as a simple self-enrollment or an interest form.
- ☐ An interest form has been created.
- ☐ A clear communication plan for responding to inquiries has been drafted and reviewed.
- ☐ If you are offering the National DPP or choose to have eligibility requirements for another lifestyle change programs, clarify how eligibility is going to be documented.
 - o You can use the Undo the Risk online assessment to determine eligibility.
 - o Additional eligibility requirements for National DPP are detailed here: <https://www.cdc.gov/diabetes-prevention/eligible-lifestyle-change-program/index.html>

Data Collection Plan

- ☐ Determine how enrollment and participant information will be collected and stored
- ☐ Participant data needs have been defined.
 - o Even if you aren’t reporting data, it is important to track the outcomes of your program!
- ☐ Data collection forms or digital tools are ready.
- ☐ Data entry responsibilities are assigned.
- ☐ Privacy and confidentiality safeguards are in place.
- ☐ The host understands what information they are responsible for and what they are not responsible for.

TOOL #2

PROGRAM DETAILS: SHARABLE TABLE

This section captures the important details of your program. It is designed to be shared widely with champions, host site staff, and potential participants. The information in this section should answer the practical questions people have when deciding whether to enroll, such as how the program works, when it meets, and how to sign up.

Complete this section first to ensure all enrollment and scheduling details are finalized before outreach begins. Once completed, this section can be copied directly into flyers, emails, newsletters, or sign-up pages without modification.

Program Details		
Program Name		
How to Enroll	Link	
	Phone Number	
Enrollment Deadline		
Program Duration		
Meeting Schedule		
Program Format		
Program Location		
Primary Contact		

TOOL #3**WARM AND COLD PITCH OPTIONS FOR ENGAGING CHAMPIONS**

Below are 2 pitch options: one for a warm connection, and one for a cold connection. Feel free to mix and match language.

Warm Pitch:

Hi [Name], hope you've been well. I'm reaching out because we're exploring getting a [program] started and I immediately thought of your connection to the community.

This isn't just a health program. It's a structured lifestyle change model with 16 core sessions followed by several months of ongoing support, designed to help people make and sustain lifestyle changes.

We're trying to build early momentum, and your voice could really help. Would you be open to sharing information or helping us spread the word once we're ready to launch?

Cold Pitch:

Hi, my name is [Your Name], and I'm with [Organization]. We're exploring getting a healthy lifestyle change program started and would love to have your support.

The goal is to bring a model that includes structured educational sessions + long-term support to our community to help people make real lifestyle changes.

Given your work with [community/organization/population], I thought this might be a meaningful resource for the people you serve. Would you be open to a brief conversation about helping champion or promote it once we're underway?

TOOL #4**EQUIPPING CHAMPIONS FOR OUTREACH: TALKING GUIDE**

Rather than giving champions scattered flyers, emails, or verbal instructions, this step focuses on creating one clear, sharable talking guide that champions can use as their primary reference as they promote your program to their communities. The talking points on this guide were developed to promote the National DPP and similar behavior change programs, please adjust as needed to fit your program's needs.

SECTION 1: Program Details**In 1–2 sentences, what is this program?**

This is a structured, evidence-based behavior change program designed to help adults reduce their risk of type 2 diabetes by building healthier habits around eating, physical activity, and stress over time.

Who is this program for?

Adults at risk for type 2 diabetes or other chronic conditions who want practical support, accountability, and guidance to make sustainable lifestyle changes.

What is the main benefit for participants?

Participants gain the skills, confidence, and ongoing support needed to make realistic changes that improve their health and reduce their risk of diabetes.

SECTION 2: Key Talking Points**This program is different because:**

- It focuses on behavior change, not just education
- It offers ongoing support to make healthy lifestyle changes as easy as possible beyond initial educational sessions
- It encourages realistic, sustainable changes that fit into participant's real life
- It is evidence based and proven to reduce diabetes risk

Top benefits participants gain:

1. Practical tools to improve eating habits, physical activity, and daily routines
2. Support and accountability from a trained lifestyle coach and peers
3. Confidence to make and maintain healthy changes over time

SECTION 3: Optional Champion Script

"I wanted to share a program that's starting soon. It's designed to support people in making realistic lifestyle changes over time, with guidance and group support. It's not about being perfect—it's about getting started. If you're interested, you can sign up here: [\[link\]](#)."

SECTION 4: What We're Asking Champions to Do**Champions are asked to:**

- ☐ Share this program with people they think would benefit
- ☐ Use the talking points and script when discussing the program
- ☐ Share the enrollment link or sign-up method
- ☐ Encourage enrollment before the deadline

TOOL #5**CHAMPION ENGAGEMENT TRACKER**

This section captures the important details of your program. It is designed to be shared widely with champions, host site staff, and potential participants. The information in this section should answer the practical questions people have when deciding whether to enroll, such as how the program works, when it meets, and how to sign up.

Complete this section first to ensure all enrollment and scheduling details are finalized before outreach begins. Once completed, this section can be copied directly into flyers, emails, newsletters, or sign-up pages without modification.

Name/Organization	Type (Champion, Partner, Referral Source)	Initial Contact Date	Engagement Status (Interested/Active/Not Yet Contacted)	Next Action/Follow Up Date	Notes

TOOL #6

SAMPLE OUTREACH PLANNING TABLE

Outreach Partner (You, Host, Champion)	Location, Event, or Method of Outreach	Audience	Key Message	Capturing Interest

TOOL #7**PARTICIPANT INTEREST RESPONSE TEMPLATES**

The following email templates can be adapted for text message communication. Adjust tone, timing, and details as needed to align with the program and audience.

Response to Interest Form***For respondents who select “Yes, sign me up!”***

Subject: You’re Taking a Great Step: Complete Your Registration

Hello [Participant Name],

Thank you for your interest in [Program Name]. I’m so glad you’re ready to take this step. Programs like this are designed to support real, sustainable health changes, and your body will benefit from every small action you take.

To secure your spot, please complete your enrollment here: [Enrollment Link]

Program details:

- Start date: [Date]
- Location/format: [Details]
- Schedule: [Days/times]

If you have any questions while completing the form, please contact [Name/Email/Phone].

You’re making an investment in your health, and that matters! I am excited to support you.

Best regards,
[Program Team / Organization Name]

For participants who respond “Maybe, I need more information”

Subject: More About [Program Name]: Here to Help You Decide

Hello [Name],

Thank you for your interest in [Program Name]. I’m glad to hear you may be interested. This program is designed to help people build practical skills, strengthen healthy habits, and support long-term well-being. Even small changes can have a meaningful impact on your health over time.

Here’s a quick overview:

- [Short description of program goals]
- [Who the program is for]
- [What participation looks like]
- [Time commitment]

If you’d like to talk through whether this program is a good fit for you, I’d be happy to connect. You can reply to this email or reach me at [Phone/Email]. When you’re ready, here is the enrollment link: [Enrollment Link]

Whatever you decide, taking time to think about your health is a positive step.

Looking forward to connecting,
[Program Team / Organization Name]

TOOL #8**PARTICIPANT ENROLLMENT AND REMINDER TEMPLATES*****Enrollment Confirmation Email***

Subject: You're Confirmed for [Program Name]: I'm Glad You're Joining

Hello [Name],

You're officially enrolled in [Program Name], and I am so glad you'll be joining us.

Choosing to participate in a program like this is a meaningful step toward supporting your health. The time and effort you invest can lead to real, lasting benefits, and I am here to support you along the way.

Here are your program details:

- **Start date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person address or virtual link]
- **Program schedule:** [Days/times and duration]

For the first session, please:

- Bring something to take notes with
- [Insert other needs here, e.g., ID, completed eligibility documentation, program materials]
- Come with an open mindset, ready to engage and try new strategies to support your health!

If you have questions or need support before we begin, please contact me at [Phone/Email]. I am happy to help.

You've taken an important step. I look forward to working together and supporting you as you build skills and habits that benefit your health.

See you soon,

[Program Team / Organization Name]

1-Week Reminder Email

Subject: One Week Until We Begin! You're on Your Way

Hello [Name],

[Program Name] starts in one week, and we're excited to get started.

You've already taken an important step by enrolling. Showing up next week is another step toward building habits that support your long-term health. Change doesn't happen all at once, it happens through consistent, manageable actions, and that's exactly what this program supports.

Session details:

- **Start date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person address or virtual link]
- **Program schedule:** [Days/times and duration]

For the first session, please:

- Bring something to take notes with
- [Insert other needs here, e.g., ID, completed eligibility documentation, program materials]
- Think about one small personal goal you'd like to work on during the program.

Your participation matters. The effort you put in now can lead to meaningful improvements in how you feel day to day.

We're looking forward to seeing you next week.

[Program Team / Organization Name]

1-Day Reminder Email

Subject: We Start Tomorrow! You're Ready for This

Hello [Name],

This is a reminder that [Program Name] begins tomorrow.

Taking time for your health isn't always easy, and we want to recognize the commitment you're making. Every session is an opportunity to learn something new, build confidence, and support your body in positive ways.

Session details:

- **Start date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person address or virtual link]
- **Program schedule:** [Days/times and duration]

For the first session, please:

- Bring something to take notes with
- [Insert other needs here, e.g., ID, completed eligibility documentation, program materials]
- Take a deep breath and come ready to actively participate, ask questions, and celebrate small wins as you go!

You're ready for this, and we're here to support you every step of the way.

See you tomorrow,

[Program Team / Organization Name]

TOOL #9**SAMPLE ORIENTATION SESSION FLOW****Orientation session objectives:**

- Welcome participants and establish a supportive tone
- Introduce yourself and other key points of contact
- Ensure participants understand the program and feel prepared to begin
- Surface questions, concerns, or barriers early

Suggested orientation session agenda:**1. Welcome and introductions**

Brief introductions of facilitators and participants; overview of the purpose of the session.

2. Program overview

Plain-language explanation of program goals, structure, session format, and participation expectations.

3. Session walkthrough

Review schedule, location or virtual access, session length, and any materials participants should bring or review.

4. Participation readiness check

Open discussion to invite questions, identify potential barriers (schedule conflicts, transportation, technology, comfort level), and clarify available supports.

5. Next steps

Confirm what participants can expect before Session 1 and how to get help if questions arise.

For virtual orientation sessions, ensure the platform is easy to access, provide dial-in options if possible, and allow extra time for technical support and questions.

Information gathered during the orientation session should be documented and used to guide follow-up communication or any needed changes before the program starts.

TOOL #10**SAMPLE REFLECTION QUESTIONS****For the program lead:**

- What aspects of setup, recruitment, and enrollment went as planned?
- Where did coordination, communication, or planning require adjustments?
- What lessons can inform planning, timelines, or staffing for future programs?
- What would you do differently next time to improve the process?

For the host site:

- How clear were roles, responsibilities, and expectations?
- How well did communication and coordination work between host staff and the program team?
- Which parts of the setup went smoothly, and which required more work?
- What support would have been helpful before or during the program?
- Would the host be willing to support this program again? Why or why not?

For champions involved in outreach:

- What helped you feel most effective in promoting the program?
- What could improve communication, materials, or support for future outreach?
- Were there challenges that made outreach more difficult than expected?

Assign responsibility for collecting, summarizing, and reviewing reflection data, and plan how insights will be used to improve future implementation.