



Strategies for Healthy Marriages

A Step by Step Guide to Developing a
Successful Marriage Education Program

Congratulations! You've chosen to make a tremendous difference in the lives of children and individuals by strengthening marriages. Helping individuals develop the skills and knowledge to form and sustain healthy marriages is a worthwhile endeavor. Research has shown that, on average, children raised in households headed by married parents that are engaged in a healthy relationship of mutual enrichment and respect, fare better than children who grow up in other family structures. Investing in the development of healthy marriages is an investment in bringing stability and peace into homes and building a better future for our children.

Developing a marriage education program in your organization is more than simply gathering a group of people together for a discussion. It is about developing comprehensive approaches to address relationship development and marriage strengthening at multiple levels. It involves the development of a culture in your organization that values and support marriage, providing a nurturing environment that facilitates the development and practice of good relationship building skills. It is about building systems and processes that work with individuals where they are in life's journey. It is about developing a team of people that include both volunteers and staff to provide the energy and enthusiasm that will give life to a marriage initiative. It is about providing the support systems needed for individuals to fully engage and benefit from marriage education efforts. It's about careful and thoughtful delivery of curriculum that is appropriate to where individuals find themselves – whether it be a high school student discovering the complexities of relationships, the couple who is entering a new dimension of their relationship with the addition of kids, or maybe even that individual who have lost hope in engaging in a healthy relationship because of past relationships that only brought about pain. Marriage education is an opportunity to build a community that learns and shares about tools, strategies, practices, and ideas so that adults, and ultimately children, evidence the joy, fulfillment, peace, and safety that can emanate from healthy marriages.

What you'll find in this guide

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Step One

Developing Vision



Developing Vision



A vision...

- Helps you understand what is your purpose
- Provides guidelines that helps you make daily decisions
- Provides a picture of the desired future that you can see
- Is enduring
- Is about accomplishing great things
- Is inspiring
- Touches the hearts and ignites people
- Helps each person see how he or she can contribute



The significance of vision

- A vision captures and maximizes the special uniqueness about your organization.
- Provides long term dedication and stability for the future.
- It declares a philosophy



The benefits of a visionary organization

- Clarifies the focus
- Promotes a sense of unity (uniformity)
- Enhances creativity
- Streamlines your efforts
- Gives you a solid promotional platform
- Short and to the point
- Easy to understand



Things that blurr your vision

- Lack of productivity
- Lack of cooperation
- When things become familiar
- Pressure
- Getting side tracked
- Getting road blocks
- No longer taking ownership
- The leader fails to cast vision to the next generation.

Step Two

Building Program Foundations



Developing a Mission



Create a mission statement

A statement that sets forth the organization's purpose & philosophy



Include:

- Who you are
- Who you serve
- In what way you serve
- To what purpose you serve
- Any unique characteristics that may guide you may be included (i.e. faith statements, foundational beliefs, etc.)



Sample of a mission statement



East L.A. Community Church Marriage Enrichment, a Christian program of East L.A. Community Church, is committed to strengthening Latino individuals, couples and families by developing their skills and knowledge necessary to form and sustain healthy marriages and families.

Developing Goals



How are you going to arrive?

You need goals



Goals state what you want to see happen

Be specific. State:

- What you want to accomplish
- When it will happen
- How you'll measure it



Example of goals



- By January 1, 2007, 50% of the married couples attending East L.A. Community Church will improve their understanding of skills that increase their chances of having a healthy marriage.
- By January 1, 2007, 40 individuals between 18 and 32 years of age from the East L.A. Community Church Outreach Center will improve their understanding of skills that increase their chances of having a healthy marriage.

Defining your Activities



How do you arrive at the goals?

What activities are necessary to meet your goals?



State:

- The activity
- The time frame
- Those participating
- How you will measure



Examples of activities



- Conduct two 8-week marriage education classes with a minimum of 20 couples in each class, to be completed by January 1, 2007. (80 couples in organization)
- Conduct two 8-week healthy relationship skill building classes with a minimum of 20 individuals in each class, to be completed by January 1, 2007.

Overview



Overview



East L.A. Community Church Marriage Enrichment, a Christian program of East L.A. Community Church, is committed to strengthening Latino individuals, couples, and families by developing their skills and knowledge necessary to form and sustain healthy marriages and families.



By January 1, 2007, 50% of the married couples attending East L.A. Community Church will improve their understanding of skills that increase their chances of having a healthy marriage.



Conduct two 8-week marriage education classes with a minimum of 20 couples in each class, to be completed by January 1, 2007. (80 couples in organization)

Building your Foundations - Work Page

Your Mission Statement

Who are you?

Who do you serve?

To what purpose do you serve?

How do you serve?

Write your mission statement here

Your Goals

What do you want to see happen?

When will it occur?

How will you measure it? How will you know if you've accomplished your goal?

Write your goals

Your Activities

What activities will you be doing to meet your goals?

When will they occur?

How will you measure each activity for impact? In other words, how will you know if you've accomplished your goal?

List your activities

Step Three

Building your Program Design



Defining who you will Serve



Determine participants

Couples?

- Older couples
- Newly Weds
- Couples with Children

From what community?

- Ethnicity
- Economic level
- Specific community characteristics

Individuals?

- With children
- Older youth



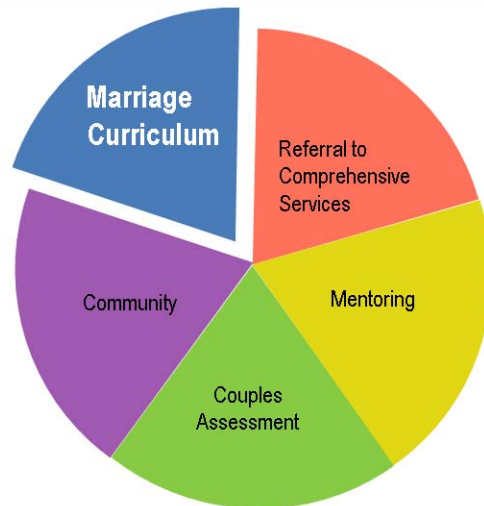
Identify barriers that limit access

- Stigma & fear
- Transportation
- Language
- Child care
- Lack of insurance
- Perceptions of disrespect
- Lack of relevance
- Lack of knowledge about services

Considering Other Aspects of a Marriage Program



Consider all aspects of a marriage program



In order to build a successful marriage program, several components need to be considered carefully.

Marriage Curriculum

The marriage curriculum is the educational component of a marriage program.

Comprehensive Services:

Comprehensive services are other programs or resources that address various risk factors influencing marriage relationships, such as unemployment, substance abuse, domestic violence.

Mentoring

Mentoring involves matching an at-risk couple, a newly wed married couple, or an engaged couple with a couple that is relatively stable (who serves as a coach or mentor) committed to the vision and mission of the marriage program and has actively participated in marriage programs within their community.

Couples Assessment:

Couples assessment tools are used to provide a description of a couple's relationship including family dynamics, the couples strengths, and weakness. Assessment tools provide a guide for couples to develop goals for improvement. Similar to marriage curriculums, there are several couples' assessment tools that are available in the market. Certificates and trainings are required to use some of the more widely used and valid instruments. There are other instruments that are simple and are available for everyone to consume.

Community:

Traditionally, Hispanics have been very tied to their communities and neighborhoods. Unfortunately, due to the immigration and acculturation experience, many Hispanics isolate upon coming to the United States. Particularly for couples in distress, a sense of community and actively feeling part of a community that can wrap around the couple is a protective factor that promotes healthy marriages. Thus, community refers to the level of isolation versus community involvement and participation of a couple. The more a couple is tied to a community, the more likely a couple will find support and encouragement along the way when facing difficult situations. Community may include such groups as the local church, parent school group, local community restaurant, and local community medical clinic.

Choosing your curriculum



Choose your curriculum

What do we look for in a marital enrichment programs for latinos?

- Flexibility and Creativity
- Participant-Driven Model
- Train-the Trainer Programs
- Consider Issues of Poverty
- Links to Comprehensive Services
- Delivery of Service
- Research Basis

Flexibility and Creativity

Programs and curriculum that offer a degree of flexibility and creativity lend themselves to a greater likelihood of being applicable to the communities where these are offered.

Participant-Driven Model

Programs that are participant-driven emphasize listening to the needs of the community and tailoring the information delivered based on the needs expressed. Programs that are participatory in nature have an increased likelihood of being received by a community. It would be important to ensure that an educator is attuned to the needs of the participants throughout the delivery of the program. A program that is participant-driven will most likely empower those being served and be successful in integrating cultural aspects throughout the curriculum.

Train-the-Trainer Programs

Marriage education programs train local leaders to facilitate the particular marriage programs. There are various ways to be trained, dependant upon the curriculum used. Contact the curriculum providers for details regarding the trainer requirements.

Consideration of Issues of Poverty

While poverty and the issue of culture with Hispanics are two separate issues, many Hispanics struggle financially. There are poor neighborhoods lacking social services and adequate support; subsequently many individuals and couples are at increased risk of multiple problems. Many adolescents in poor neighborhoods, for example, enter into unstable relationships carrying issues of abandonment, abuse, fear, sexual distortion, substance abuse, and financial instability among others. Marriage or cohabitation is a tempting exit for many whose situations at home are perceived as difficult due to these issues. These marriages are at risk for relationship difficulties. Thus, in providing marriage programs, referring and providing multiple services including individual and support groups is important.

Delivery of services

In addition to being culturally relevant and sensitive, marital support programs should, when possible, be delivered to Hispanics by leaders and educators within Hispanic communities or by credible professionals who are sensitive and have demonstrated experience working with the Hispanic population. When the professionals or paraprofessionals who deliver the programs are credible and trusted, it is more likely that Hispanics will be receptive to the concepts and skills being promoted.

<i>Name of Curriculum</i>	<i>History of Research Support</i>	<i>Some Research support for Latinos</i>	<i>Some or all of the materials available in Spanish</i>	<i>Claims that are culturally appropriate</i>	<i>Available Train-the Trainer Module</i>	<i>Comprehensive links</i>	<i>Anyone can attend not just couples</i>
Family Wellness	X	X	X	X	X		
Prevention Relationship Enhancement Program (PREP) & Christian PREP	X		X				
En Familia: Couples & Marriage Enrichment			X	X	X	X	
Marriage Education Institute			X		X		
Marriage Preparation Resources			X		X		
Power of Two							
Relationship Enhancement	X		X		X		
Active Relationships			X	X	X		
PAIRS Foundation	X				X		
World Class Marriage			X				
The Marriage Enrichment Weekend			X				
Couple Communication Program	X						
Alfa & Omega			X	X			
Within My Reach						X	X
Avoid Marrying A Jerk							X

Visit www.smartmarriages.com or www.chicagoalma.com for more information on many of these curriculums.

Planning Program Detail



Planning program details

- Where?
- When?
- What time?
- How often?
- How long?
- Who's in charge?
- Payment involved?
- Commitment required?

Building your Program - Work Page

Who will participate?

Describe those who will be participating in the program.

What barriers to participation might exist?

How will you address these barriers?

Other Aspects of Marriage Programs - Work Page

How are each of these areas involved in your marriage program?

Referral to comprehensive services

Mentoring

Couples assessment

Community

Planning program details

Where?

When?

What time?

How often?

How long?

Payment involved?

What's the commitment you're asking from the participants?

Step Four

Planning for Outreach & Follow-up



Recruiting participants



How de we recruit?

- Collaborate with trusted institutions within the community (churches, institutions, ministries, etc.)
- Recruit
 - One-to-one personal contact always the best
 - Public awareness in the community
 - Restaurants* *Agencies* *Hair stylist*
 - Churches* *Groceries* *Laudramat*
 - Public service announcements* *Open house*
- Create Literature



Participants will participate when...

- The program is relevant to their needs
- Latino relevant themes are integrated into the program
- The participants are given an opportunity to provide feedback on things that have worked for them and things that have not worked for them
- Participants 'own' the program by:
 - Having one of them call the participants to remind or encourage them
 - Matching couples with another couple for accountability
 - Having them take turns bringing and preparing snacks
 - Having a couple arrange babysitting



Increase participation

Participation increases when empowerment is embedded throughout the program

- Empowerment is Intentional, ongoing process centered in the local community
- Involving:
 - Mutual respect
 - Critical reflection
 - Caring
 - Group participation

What kind of follow-up will you provide?



Follow up

- Ideas for follow up after the classes are completed
- Group plans a party or get-together, just to be together
- Group plans follow up meetings to talk about progress
- Couples offered a chance to team up for accountability and sharing
- Contact info provided for additional services if necessary

Step Five

Evaluation Process



Evaluation Process



Evaluation



Think about how you will evaluate your program even before you start it.



Why evaluate?

- Meets federal requirements
- Fundraising/Grants
- Increases the understanding of what you want to do
- Helpful to ensure that marriage program matches the need in your community.
- Helpful to improve programs
- Helpful to know when a program is not working
- Helpful to make sure you can continue to do what you are doing well

Tools for Evaluation

There are different tools that you can use in order to collect data. There are five different types of tools listed below that could be used to collect the data.

Tool	Collection frequency	Example
Consent form	Collect once at the very beginning	Purpose – to ensure that the participants give consent for the date collected to be used for assessment
Demographic	Collect once at the very beginning	General identifying information about the persons that are participating in your program
Post-only measures	Data are collected once; at the end of the program, service or activity	Satisfaction Survey – What response did the participants have on the presentation or program provided? What did they like and what didn't they like?
Pre/post measures	Data are collected twice; at the beginning to establish a baseline and at the end of the program	Marriage Assessment – What area of difficulty did the couples struggle with before participating in the program? Are they making any improvements in those areas assessed?
Time series	Data are collected a number of times; during an ongoing program and in follow-up	Attendance – How consistent are participants in scheduled activities?
Measures with a comparison group	Data are collected from two groups; one group that receives the intervention and one that does not	Compares the skill learned from couples who participated in training and those who have not yet taken your workshop
Measures with a comparative standard	Data are collected once; at the end of the program, service or activity and are compared with a standard	Comparison of this year's data on the success of your couple's group compared to last year's results

Examples of the Following Data Collection Tools:

Consent Form

Demographic

Attendance record

Pre/post satisfaction survey

Pre/post skills assessment

Example of a Consent Form

The xxxx marriage program is designed to promote the well-being of Latino couples living in the United States. Through this program evaluation, we hope to learn about the effectiveness of the xxxxx program for couples.

This evaluation is being conducted by xxxxxxxx. Your participation in this project is very important. Your feedback will allow us to understand better the impact this marriage program can have on Latino families. This is one way in which you can help improve marriage services, both at your post and at others worldwide.

We are asking you to complete a questionnaire that asks about your experiences in the xxxx program, and your experience in your marriage/relationship. It will take you about 10 to 20 minutes to complete the questionnaire. The questions we ask may encourage you to think about personal issues in your life (e.g., marriage, etc.). This is usually a positive experience, though someone experiencing turmoil in personal matters could feel that more intensely by answering the questions. For most people, such self-exploration is beneficial.

Several steps have been taken to insure the confidentiality (privacy) of your responses on questionnaires. First, questionnaires will not have identifying information on them, only an ID number. Only this consent form will have your name on it, and it will be returned in an envelope that is separate from the one you will seal your questionnaire in. Second, questionnaires will be immediately sealed by you after filling them out, and then mailed directly to xxxxx in xxxxxx. ***It will NOT be possible to identify any individual from the information provided.*** There are, however, two exceptions to the promise of confidentiality. If information is revealed about suicide, homicide, or child abuse and neglect, it may be required by law that this be reported to the proper authorities. In addition, should any information contained in this study be the subject of a court order or lawful subpoena, xxxxx may not be able to avoid compliance with the order or subpoena. Such circumstances are highly unusual. Further, we have tried to avoid asking you any very sensitive questions because we want you to feel free to respond to all the questions. If, however, there is a question that you'd really rather not answer, you should feel free to leave those questions blank. Yet, please understand that your feedback is the most valuable when it is complete. Thank you very much for your time in completing this important evaluation.

If you have any questions at all about our evaluation of xxxxx please feel free to contact us. You can call xxxxx at xxx-xxxx- and ask to speak with xxxxxx or xxxxxx. Or, you can email us at xxxxxxxx. Thank you again

"I have read and understand the foregoing description of xxxxxxxx. I have had the chance to ask any questions I have about my participation. I agree to participate in this program evaluation. I have received a copy of this consent form." (Please sign below.)

Signature

Printed Name

Date

Example of Demographic Data

Date of birth		Age	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Ethnicity	<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> African-American <input type="checkbox"/> American-Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other		
Are you married now?		Date married	
How many years married?		Ever separated from your current spouse?	
How many previous marriages?			
Not married but engaged now?		Are you living together now?	
Years in this relationship?			
Highest level of education			
How many children live with you & your partner?		Do you have a child with your current partner?	
Are you pregnant now?			
All things considered, I am active in the practice of my faith/religion	1 Not at all	2	3 somewhat
We frequently attend religious services together (when not deployed)	1 Not at all	2	3 somewhat
Please tell us about your personal income. Do not include your partner's income.	<input type="checkbox"/> Under \$4,999	<input type="checkbox"/> \$15,000--\$19,000	<input type="checkbox"/> \$40,000-\$49,999
	<input type="checkbox"/> \$5,000-\$9,999	<input type="checkbox"/> \$20,000-\$29,999	<input type="checkbox"/> \$50,000-\$59,999
	<input type="checkbox"/> \$10,000-\$14,999	<input type="checkbox"/> \$30,000-\$39,999	<input type="checkbox"/> \$60,000-\$69,999
	<input type="checkbox"/> Over \$70,000		

Example of Excerpt of a Post/Pre Skills Assessment

Please answer each question below by indicating how strongly you agree or disagree with the idea expressed. Circle any number from 1 to 5 to indicate various levels of agreement or disagreement.

1 you strongly agree; 3 you neither agree nor disagree; 5 you strongly agree

1	2	3	4	5	I believe we can handle whatever conflicts will arise in the future.
1	2	3	4	5	My relationship with my partner is more important to me than almost anything else in my life.
1	2	3	4	5	I feel good about our prospects to make this relationship work for a lifetime.
1	2	3	4	5	I may not want to be with my partner a few years from now.
1	2	3	4	5	I am very confident when I think of our future together.
1	2	3	4	5	We have the skills a couple needs to make a marriage last.
1	2	3	4	5	I like to think of my partner and me more in terms of "us" and "we" than "me" and "him/her."
1	2	3	4	5	I want this relationship to stay strong no matter what rough times we may encounter.
1	2	3	4	5	We have a satisfying sensual or sexual relationship.
1	2	3	4	5	We regularly make time to do fun things together.
1	2	3	4	5	We regularly have great conversations where we just talk as good friends.

Please use this rating scale to tell us how satisfied you are in your relationship. Circle any number from 1 to 5 to indicate various levels of agreement or disagreement.

1 – Extremely dissatisfied 2 – Very dissatisfied 3 – Somewhat dissatisfied

4 – Mixed or unsure 5 – Somewhat satisfied 6 – Very satisfied

7 – Extremely satisfied

1	2	3	4	5	6	7	How satisfied are you with your marriage (or relationship)?
---	---	---	---	---	---	---	---

Example of a Satisfaction Survey

I feel more prepared to cope with difficulties in my marriage	0	1	2	3	4	5
If I have the chance, I would participate in another workshop like this one.	0	1	2	3	4	5
What was most helpful about the workshop was:						
What was least helpful about the workshop was:						
What I most liked about the workshop was:						
What I least liked about the workshop was:						
How much of the material presented at the workshop was beneficial to me?						
0 - not much	1 – a little	2 – some	3 – majority	4 - all		
How much of the material presented at the workshop will I be able to apply in my relationship?						
0 - not much	1 – a little	2 – some	3 – majority	4 - all		
Areas that I would like to learn more about (please circle at least three options below):						
<input type="checkbox"/>	Preserving friendship in the midst of difficult times					
<input type="checkbox"/>	Working together towards healthy finances					
<input type="checkbox"/>	Coping with in-laws					
<input type="checkbox"/>	Grupos de Apoyo					
<input type="checkbox"/>	Immigration stress in our family					
<input type="checkbox"/>	Parenting wows					
<input type="checkbox"/>	Handling anger & stress					
<input type="checkbox"/>	When pornography & unfaithfulness are a danger in our relationship					
<input type="checkbox"/>	Other:					
Other comments:						

Determining your Outcomes (work page)

What forms of evaluation does your program intend to collect? What tools will be used for each form?

Consent Form

○ Tool: _____

Demographic

○ Tool: _____

Attendance record

○ Tool: _____

Pre/post satisfaction survey

○ Tool: _____

Pre/post skills assessment

○ Tool: _____

How/Who will collect the data?

What technology do we have to accomplish this? (computers, software)

Step Six

Building your Team



Would your Program Benefit from Having an Advisory Group?

What is an advisory group?

An advisory group is an informal committee that provides support and guidance to the program by developing a sense of community for building the program and helping to expand the program by promoting it to various networks.

If you are forming an advisory group within an organization that has a board, clearly communicate the role of the advisory group to the board and get their approval.

Who makes up the advisory group? (any combination of the following)

- Community leaders with vested interest in the program
- Program volunteers and representatives
- Marriage education experts
- Representatives from the social service arena

What are the functions of an advisory group?

- Help clarify the program's mission
- Provide expertise and access to additional sources
- Encourage and provide momentum for the project
- Offer advice in strategic or policy issues
- Promote opportunity for securing financial resources needed to support the program
- Build the reputation of the program with key stakeholders

What are the steps to developing a successful advisory group?

1. Recruit members of the group. Specify what their role would be and the commitment required. Seek out those who are passionate about marriage and bring expertise and insight to the program. Including members from the community served is important so that their perspective is heard and the true needs of the community served.
2. Set a schedule for meetings.
3. Choose a leader to facilitate the meetings. It might be the program director or other group member.
4. Create agendas for each meeting, giving it direction and purpose.
5. Encourage advisory group members to volunteer and/or participate in some way in the program. This will keep them informed as well as engaging their heart in the process.

Developing your Leadership Team

Who's responsible for what? Determining roles and responsibilities

Depending upon the program you create, there may be several roles that need to be filled for the success of the program. You will need to determine what needs are there and who is available to provide that service. Roles that you might consider are:

- Class facilitator
- Administrative assistance
- An activity director (for outside activities like celebrations, parties, etc.)
- Program director
- Resource Coordinator (to connect to outside resources)

How will you train and support your team?

You will want to provide initial orientation and training to your leadership team, making sure they understand the mission, how each role is inter-related, their particular responsibilities within the program, and the methods of communication. Once this is established, you will want to develop a plan for continued support and training. Some ideas might include:

- Monthly or quarterly meetings
- Retreats
- Bringing in speakers or trainers
- Conferences
- Social times together

Consider volunteer support

Volunteers can add life and support to any program. Consider areas where volunteers can get involved. You will need a plan to recruit, train and support the volunteers.

Consider outside resources

Resources outside your program are available in a variety of ways. First, consider what areas you might need. Then, research the different possibilities available. Your advisory group may be helpful here. Areas you might consider:

- Counseling service
- Conferences and retreats
- Parenting classes

Building your Team – Work Page

Would we benefit from having an advisory group? Yes No

If so, what would their role be?

Who might be considered to be in the advisory group?

Develop a plan for recruiting and training the advisory group.

Develop a schedule for meetings and initial agendas.

List the different roles necessary for success. Consider who might fill each role.

Consider volunteer involvement. How and who might help?

Consider the need for outside resources. Develop a plan to meet these needs.

Step Seven

Creating a Timeline



Program Implementation Timeline

There are multiple steps to implementing a marriage program. This timeline is only meant as a guide to give an idea of what steps may need to be taken and estimated time it may take to implement them.

Task	Description	Time Period/Dates
Planning:		(one to three months)
Choose your curriculum		
Structure the Program	Determine the who, what, when, where, how of the program	
Create Advisory Group		
Team Building:		(one to three months)
Recruit the team/leader		
Conduct Team Building /Training Sessions		
Plan for future team training & support		
Training:		(dependant upon curriculum)
Become certified as a curriculum trainer		
Outreach:		(one to three months)
Determine outreach strategy		
Implement strategy		
Program Implementation:		(dependent upon curriculum and delivery plan)
Begin classes		
Class completion		
Future classes		
Evaluation:		(throughout the process)
Determine what outcomes to measure and evaluate		
Determine tools to collect data		
Collect data		
Evaluate data		
Review program effectiveness & refine		
Report findings to advisory group or leadership		

Program Implementation Timeline

(Blank worksheet if preferred)

Task	Description	Time Period/Dates
Planning		
Team Building		
Training		
Outreach		
Program Implementation		
Evaluation		

Checklist

Step One: Developing Vision

Step Two: Building the Foundations

Developing a Mission Statement

- Our program has a well defined mission statement
- Our program has a mission statement that can be clearly communicated to program stakeholders
- General consensus is shared regarding the mission statement

Developing Goal Statements

- Our program used our mission statement to create goals
- Our program has goals that are clear, attainable, measurable and relevant to the community

Defining Activities

- Our program has activities that address the goals of the organization
- Our program has activities that are attainable, measurable and adequate to reach the goals of the organization

Step Three: Building Your Program Design

Determining Your Participants

- Our program has clearly identified the population to be served
- Our program has identified barriers to participation and has made plans for addressing those barriers

Choosing Your Curriculum

- Our program has identified the specific areas of need that the curriculum must address
- Our program researched various curriculums and determined the appropriate curriculum

- Our program chose a research-based curriculum that meets the needs of our community
- Our program researched the following:
 - training involved to facilitate the program
 - curriculum timeline, number of instruction hours, number of participation hours
 - cost of the curriculum
- Our program has a plan for funding the training and cost of the curriculum
- Our program has considered activities outside the curriculum that would enhance the effectiveness of the training and lead to higher success

Planning Program Detail

- Our program has determined the following:
 - the location of the event
 - the time of the event
 - the duration of the event
 - when the event will begin and end
 - who's in charge of the event
 - the cost of the program
 - the commitment requirements

Step Four: Planning for Outreach and Follow-up

Recruiting Participants

- Our program has identified the target population of those who might participate in the program
- Our program has developed a plan for recruiting participants
- Our program has developed literature describing the program

Participant Follow-up

- Our program has developed a plan for follow up

Step Five: The Evaluation Process

Evaluation

- Our program has determined what areas of evaluation will be used to measure program success
- Our program has the evaluation form/tools necessary
- Our program has determined the means for data collection
- Our program has the technology necessary for data collection and evaluation

Step Six: Building your Team

Advisory Group

- Our program has determined if it would benefit from having an advisory group. If having an advisory group, our program has determined:
 - the role of the advisory group
 - the number and qualifications of those on the advisory group
 - the schedule and agenda of the advisory group

Developing the Leadership Team

- Our program has defined the various needs of the effort in regards to roles and responsibilities
- Our program has developed a plan to meet the various personnel needs of the program
- Our program has developed a plan for training and support of the team
- Our program has determined the need for volunteers and has developed a plan for implementing their participation
- Our program has considered sources outside our organizations that could assist in the success of the program

Step Seven: Developing a Timeline

Development of a timeline

- Our program has identified the different program aspects and listed them on the timeline
- Our program has built in time frames for completion of each activity
- The identified activities and time frames are reasonable and within reach of the organization's capacity