

SECTION 5

GROUP NUTRITIONIST SESSION MATERIALS

INTRODUCTION

This section provides a facilitation guide for each group session. Each session contains:

- A list of the session's objectives and key activities.
- Materials and reference pages in the Participant Manual required for each session.
- A facilitation outline.
- Detailed instructions and suggested script.

Each session contains a detailed script, as well as an outline format. Although the very detailed instructions may seem cumbersome at times, they are meant to promote as much standardization as possible in group session content. Remember that clinical trials rely on standardized experimental approaches to keep bias to a minimum. As the complexity of the sessions decreases, so does the specificity of the instructions.

While the materials may appear to be very didactic, they are meant to be presented in a very interactive manner. We anticipate that each Group Nutritionist will individualize each session's content based on the participant's level of understanding, background and lifestyle. However, since each session builds on the previous sessions, it is important for the Group Nutritionist to facilitate the sessions in the sequence written and cover the key activities.

Each session integrates nutrition information with behavioral components and uses self-monitoring as the basis for instruction and monitoring participant progress. Long-term dietary change usually requires behavior change. It is an important part of the Group Nutritionist's responsibility to integrate all of the behavioral concepts into the group sessions. While some participants and Group Nutritionists may feel uncomfortable with certain behavioral sections, a general introduction to all the concepts is necessary to enable the participant to choose the concepts most suitable to her lifestyle. By introducing these behavioral concepts with enthusiasm, your positive approach will be contagious.

5.1 Training for DM Intervention Group Sessions

All WHI Group Nutritionists must undergo formal group training before leading DM Intervention groups. Ideally this training would be done centrally under the guidance of the Clinical Coordinating Center (CCC).

If a Group Nutritionist is unable to attend a centrally organized training, the formal training can occur on-site at the Clinical Center (CC) by the Lead Dietary Intervention Nutritionist. The specific training plan must cover all the activities outlined on *Form 219 - DM Intervention Certification Request (Group Nutritionist Staff)*.

5.2 Preparation for a Group Session

It is important to be thoroughly prepared for facilitating group sessions and to know the content well so that you can focus your attention on getting maximum involvement from participants during the session. Both the Group Nutritionist and the Participant's session materials should be reviewed in detail.

Appendix 5A - Group Nutritionist Group Session Overview: Preparation Requirements (Year 01) provides the Group Nutritionist with the information required to plan ahead. It identifies the steps that a Group Nutritionist needs to complete in order to be prepared for the next group session. Group Nutritionists are required to practice before their first "real" group session. Practices can be held with other Group Nutritionists or WHI staff members playing the roles of participants. Practicing ahead of time and using the session outline of key activities are essential to keep the group session moving. Practicing in advance is also the best way to become thoroughly familiar with the session content, and it gives the Group Nutritionist a sense of the time to allot for various activities.

5.2.1 Reviewing Group Session Materials

Each session contains five basic components: Review of Home Activity, New Material, Summary, Home Activity Assignment and Food Tasting/Demonstration. The purpose of each of these five components is described in more detail in *Vol 2, Section 6.9.4.3. - Format of Group Session*. For each group session, the Group Nutritionist Manual includes the following features to guide the Group Nutritionist in preparing for and facilitating the group sessions.

- **Session Title and Objectives**--States the title of the session and states the session objectives.
- **Checklist of Materials Needed**--Lists all materials necessary to present the session (e.g., flip charts, handouts, equipment, suggested food for tasting, etc.).
- **Outline of Key Activities**--Outlines the concepts or key activities that the session should focus on. In addition, it gives the type of group activity to use, and the approximate times for the completion of each activity.
- **Suggested Instructional Script**--Contains sections for each of the five major session components which contain the following information.
 - Activity Type (Time): Lists the type of group activity to use, the approximate times for completion of each activity and various icons (see below) to identify specific information for the Group Nutritionist.
 - Activity: Provides key activities, suggested script for covering the session material, and suggestions for group discussion questions.
- **Icons**--Convey specific information to the Group Nutritionist.



- Provides space for Group Nutritionist facilitation notes. Located on Key Activity Outline pages.

Shaded box

- Provides the Group Nutritionist with a key concept or activity.



Q/A

- Provides suggested group discussion questions for the Group Nutritionist to use to encourage group interaction and discussion.



Group Nutritionist Note:

- Provides instructional hints and information for the Group Nutritionist.

5.3 Planning a Group Session

5.3.1 Flexibility of Group Sessions

Although it is important that each of the key activities listed in the Outline of Key Activities be addressed, the way in which they are covered within the session (including the order of discussion) is up to the Group Nutritionist.

The Group Nutritionist's decisions to modify the activities should be based on her/his knowledge of the participants in the group and the participant's interests and needs. For example, a group of participants who experience a larger percentage of their meals eaten in restaurants, and not in other people's homes (Session 6), might benefit more by focusing the discussion and practice around the behavioral issues and skills needed when eating out in restaurants (e.g., assertiveness--making and refusing requests).

The group activities provided in the Group Nutritionist Manual are suggested activities. A Group Nutritionist may find that other activities or adaptations of these activities work better with a particular group. This is acceptable as long as the intent of the key activities is addressed. Please share any successful activities that you devise with the CCC so that other CCs can benefit from your successes.

The Group Nutritionist may want to keep a note pad close at hand during the session to jot down occasional notes regarding follow-up with specific participants and to record ideas for delivering the session material to future groups. The Group Nutritionist can complete her notes after the session has ended.

5.3.2 Group Size and Session Dynamics

The group size ranges from 8 to 15 members with 12 members being ideal. If the group has fewer than 8 participants and participants are absent for some reason, the group becomes too small to function effectively. Small groups place too much focus on each individual and excessive pressure to respond. Large groups (more than 15 people) may present difficulties in covering all the session information, keeping the group on track, and allowing all participants enough opportunities to have input or to feel a part of the group discussions.

On the rare occasions when the Group Nutritionist may have a group smaller than 6 people, or greater than 15, due to absenteeism or participants attending the session as a make-up, adapt the session structure to promote effective group functioning.

For smaller groups, do all the activities as a group instead of breaking into pairs or triads. Make sure to offer more comments to keep group discussion moving and on track. On the other hand, if the group is particularly large, break into pairs or triads more frequently. Choose sets of partners to share ideas, instead of getting responses from everyone for each question or activity. Make sure that everyone has a chance to participate at least once during each session.

5.4 Facilitating A Group Session

Each DM Intervention group session consists of five major components: review of home activity, new material, summary, home activity assignment and food tasting. The purpose and the Group Nutritionist's role in each of these parts is described in *Vol. 2, Section 6.9.4.3. - Format of Group Session*.

This section describes and provides suggestions for the Group Nutritionist to facilitate the key components.

5.4.1 Review of Home Activity

A review of the previous home activity assignment begins each DM Intervention group session. This activity allows a participant the opportunity to:

Evaluate her progress toward reaching goals;

- Share common challenges and solutions with other group members; and
- Provide support and guidance to other group members.

Starting the group session with a review of the previous time period helps participants become better acquainted and creates a friendly and comfortable environment that fosters sharing. The review of home activity also serves the following purposes:

- Provides a way to review concepts or information;
- Builds skills and reinforces behaviors;
- Personalizes learning by relating participant's experiences to the activities done during group sessions;
- Introduces new information, such as the use of new low-fat, high fruit/vegetable or grain products; and
- Promotes discussion on potentially difficult topics (such as motivation or positive self-talk).

The session materials suggest open-ended questions to use during the review of home activity. The Group Nutritionist allows about 10-15 minutes for this review process. It is important to encourage all participants to take part in the discussion. Whenever possible, the Group Nutritionist should refer questions back to the group, rather than answering them directly. A variety group facilitation methods may be used to accomplish the review of home activity.

- Go Rounds/Whips
Allow each participant 1 minute to share their experiences.
- Pairs/Triads
Have pairs or small groups share their experiences. Circulate to keep pairs on topic.
- Large Group Sharing
Ask open-ended questions and encourage all participants to take part in discussion.
- List Questions on Blackboard or Flip Chart
As group participants come into the group meeting room, ask them to think about the questions listed on the board and be ready to discuss them when the group session begins. Discussion could be done in large group, pairs or triads.

The Group Nutritionist records completion of home activity on *Form 63 - Session Data Sheet* or *Form 64 - Individual Data Sheet* as described in *Vol. 2, Section 6.10.4.3. - Home Activity Worksheets*. If the Group Nutritionist is able to assess home activity completion for all group members during the review of home activity, she/he does not have to collect the participant's home activity worksheets.

5.4.2 New Material

The main part of each group session covers new information or skills and allows time for participants to practice these new skills within a supportive group environment.

The Group Nutritionist Manual (Version 2) provides an outline of key activities which gives an overview of the key session activities, open-ended questions for review of home activity and summary, group activities important for new material and, the purpose of the small and large group activities.

Although the Group Nutritionist Manual provides a suggested script for the new material component, the Group Nutritionist should use the group members experience and limit the use of lecture. Adult learners have an extensive wealth of experience and information to use for reference.

The Group Nutritionist should use open-ended questions, feedback from group discussion and practice periods to allow the group members to identify the information they already know, convey new information or skills and, clarify misconceptions.

5.4.3 Summary

It is critical for the Group Nutritionist to complete the summary component in every DM Intervention session. The goal of the summary is for the Group Nutritionist to help participants begin to think about ways they can use or apply the information they have learned during the session.

The summary component can be done at the end of the group session for the entire session, or at the end of each new area of information (e.g., Session 4 after label reading and after discussion of influences on eating patterns).

The Group Nutritionist accomplishes this “application step” by asking participants specifically worded open-ended questions such as:

- How can you apply/transfer _____ to your lifestyle?
- What would you like to do with _____?
- What could you do to hold onto _____?
- What might you do to help or hinder yourself using _____?
- How could you make it easier to use or do _____?
- What would be the consequence(s) of doing or not doing _____?
- What changes could you make in _____ to make it work for you?
- What could you imagine about doing or using _____?
- What one action could you take that would let you feel satisfied about _____?

(Blank represents new information or skill presented and practiced during the group session.)

5.4.4 Home Activity Assignment

Participants are asked to complete a home activity assignment using the Home Activity Worksheet included in each session of the Participant Manual.

Each home activity assignment includes self-monitoring and goal setting. Participants are asked to monitor their eating patterns using the Food Diary or Fat Scan for at least three days per session. Recording days should include at least two weekdays and one weekend day. Participants are also asked to identify how they will use the new information/skill from the session to help them change or maintain their low-fat, high fruit/vegetable and grain eating patterns (goal setting).

The Group Nutritionist gives participant time at the end of each session to begin the home activity assignment. Participants are asked to use the Home Activity Worksheet to identify the challenge (food or behavior) they plan to work on. Participants complete the home activity before the next session. The evaluation step of this goal-setting process is completed during the review of home activity component at the next group session.

5.4.5 Food Tasting

It is important for each group session to include food tasting. The foods served at each of the group sessions should emphasize the message being conveyed by the session material (e.g., snack foods, quick meals, fish, grains, etc.). However, the Group Nutritionist may modify the foods being served to reflect a variation in requirements created by any of the following:

- Taste preference of group members (e.g., regional variations)
- Food requirements of group members (e.g., convenience foods)
- Cooking facilities or space
- Food handling codes
- Time for preparation (e.g., convenience foods, microwave)
- Cost of food (e.g., seasonal variations, etc.)

The food tasting usually occurs at the end of the group session, however, it is sometimes placed in the middle of the session (e.g., Session 12) to make a transition from one topic to another. The placement of the food tasting within the session can be modified at the discretion of the Group Nutritionist.

Occasionally, the Group Nutritionist may want to start an early evening group session with the food tasting. This allows participants a snack to get them through the dinner hour. However, when the food tasting is done at the beginning or during a group session, the Group Nutritionist must keep the group on track and on time by limiting food tasting time to approximately 10 minutes.

A Word 6 recipe template is available from the CCC for Group Nutritionists who would like to reformat participant recipes into the format used in the Participant Manual. Interested CCs may obtain a computer disk (3-1/2") of the Word 6 recipe template by contacting their CCC Nutrition liaison.

The Group Nutritionist facilitating a DM Intervention group should use the criteria outlined in *Vol. 4, Section 1.2.8. - Sharing Recipes in DM Intervention Groups* before distributing "shared" recipes to DM Intervention participants.

5.5 Following Up After a Group Session

The Group Nutritionist's activities after a group session are an important factor in maintaining participants' enthusiasm and helping them stay on course. There are certain tasks that the Group Nutritionist must do following a session. These activities are described in more detail in *Vol. 2, Section 6 - Dietary Modification* (refer to referenced sections):

- Reviewing Food Diaries or Fat Scans and providing feedback (*Section 6.9.5.3. - Self-Monitoring Procedures*).
- Collecting missing self-monitoring information (*Section 6.9.5.3. - Self-Monitoring Procedures*).
- Contacting participants who have missed the session (*Section 6.10.5. - Make-Up Activities for Women Who Miss Sessions*).
- Remind participants about the next group session.
- Take time to evaluate the group session.
- Complete progress notes (*Section 6.10.4.4. - Group Nutritionist Progress Notes*).

Most group leaders, even those who have had a great deal of experience, feel anxious or tense when starting a new group. Each group is unique because the combination of people is new and different. When preparing for facilitating WHI groups, set realistic expectations. Despite all your preparation, there will be an activity or two that simply doesn't get off the ground. Use these as learning experiences and evaluate as you go. Skills improve with time and practice regardless of your level of expertise. Groups can be a worthwhile learning experience for the group leaders as well as for the participants. Remember to use your own support systems to prepare for group sessions and discuss difficulties that arise. Share your ideas and problems with other WHI Group Nutritionists. Most importantly, enjoy the experience.

Appendix 5B - End of Session Checklist (Group or Individual Session) provides a tool that a Group Nutritionist can use to check the completion of post-group session activities. There is space allocated at the bottom of the checklist for the Group Nutritionist to write notes to help facilitate the sessions the next time. This checklist is not a mandatory form.

Section 5
Group Nutritionist Session Materials

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13	Meals in A Hurry
14	Grains and Beans
15	Relax for the Health of It
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17	Promoting Maintenance
18	Managing the Future
	Maintenance Sessions

APPENDIX 5A

	Group Nutritionist Group Session Overview: Preparation Requirements
Session #	Group Session Requirements
1	<ul style="list-style-type: none"> • Read rationale and description of Dietary Modification Trial in <i>Vol. 1, Section 2.3. - Background-Dietary Modification</i> and <i>Vol. 2 - Section 6.4. - DM Intervention Goals and Design</i>. • Prepare calendar of session schedule for group. • Prepare group membership list. • Prepare name tags for group or have blank name tags for participants to complete. • Collect 30 NASCO butter pats (or two sticks of margarine/butter). • Prepare Fats of Life Demonstration meals. Use food pictures, Dairy Council paper food models or NASCO models. • Flip chart or blank overhead to write down groups' ideas for group guidelines. • (Optional) Prepare overheads to describe study. • (Optional) Collect paper clip, penny and teaspoon (NASCO butter pat) for gram weight demo.
2	<ul style="list-style-type: none"> • Make a list of individual fat gram goals for group participants. • Gather Fat Counters, Food Diaries and Calculators for participants. • Gather supplies for Added Fats Demo: teaspoon, tablespoon, 4 slices bread, and tub margarine. • Make <i>Fat Counter</i>-- Overheads 2-1 and 2-1. • (Optional) Make <i>Fat-o-Meter</i>-- Overheads 2-2 and 2-3. • (Optional) Make copies of calculator handout (Participant Manual Resource section, pages 5-7), if needed.
3	<ul style="list-style-type: none"> • Make "name flags" for lower-fat cheese and crackers, if used in Food Tasting. • Make a handout of locally available low-fat or fat-free cheeses not listed on cheese handout in Participant Manual Resource section, pages 10-13.

Session #	Group Session Requirements
4	<ul style="list-style-type: none"> • Make <i>Nutrition Panel</i>--Overhead 4-1. • Gather a variety of labels for label-reading exercise. • Arrange food labels by type of food (high and lower-fat versions). • (Optional) Develop a label resource system to collect labels participants donate. • (Optional) Make a sign-up sheet for participants interested in preparing a low-fat main dish to bring to Session 5.
5	<ul style="list-style-type: none"> • Make <i>Recipe Modification</i> --Overhead 5-1. • Gather examples of 3-ounce meat portions. • Gather NASCO fruit, vegetable and grain food models to use. • Find a deck of cards to use. • Make a handout of the locally available retail cuts of lower-fat meats, if different from list in Participant Manual Resource section pages 16-17. • (Optional) Use <i>Change of Plate Kit</i> (Meat Board) models, if available.
6	<ul style="list-style-type: none"> • Gather examples of local restaurant menus.
7	<ul style="list-style-type: none"> • Make <i>Fat Scan</i>--Overhead 7-1. • Gather food models to demonstrate serving sizes of fruits, vegetables, and grains.
8	<ul style="list-style-type: none"> • Make sign-up sheet for potluck.

Session #	Group Session Requirements
9	<ul style="list-style-type: none"> • Identify speaker (Nutritionist, PI, etc.) to present motivational update on study progress. • Find a room for potluck (if a larger room is needed than usual meeting space). • Send out reminder postcard or letter about potluck. • Make copies of ballots for recipe contest. • Bring blank recipe cards. • Bring name tags. • Make copies of group activity questions. • Make sign-up sheet for Individual Session. • Bring a calendar to help schedule Individual Session. • Gather potluck supplies: serving utensils, extension cords, paper supplies, tablecloths, and warming trays. • Check room used for potluck for the following: fire code regulations, electrical outlets, and power usage limits. • (Optional) Collect prizes to use for recipe contest. • (Optional) Make copies of Participation certificates.
Individual Session	<p>Prior to the session, review the following for each individual participant:</p> <ul style="list-style-type: none"> • Group Nutritionist progress notes. • Group attendance and make-up activities. • Scores (fat, fruit/vegetable, and grain). • (Optional) Use Individual Progress Reports available in WHILMA.
10	<ul style="list-style-type: none"> • Use the information collected at the Individual Session to summarize the changes and progress made by group members. • Make an overhead of the group's progress. Suggestions: scores (fat, F/V and grain), attendance, completion of home activity, etc. • (Optional) Use Group Progress Reports available in WHILMA.
11	<ul style="list-style-type: none"> • (Optional) Make a stop sign for thought-stopping exercise.

Session #	Group Session Requirements
12	<ul style="list-style-type: none"> • (Optional) Make some copies of Fresh Apple Cake recipe for recipe modification exercise.
13	<ul style="list-style-type: none"> • Identify cooking equipment available for food demonstration (electric skillet or microwave oven). • Collect supplies required for food demonstration (<i>Croaker Stir-Fry or Ginger-Sesame Sole Fillets</i>). • Gather materials to emphasize food presentation-“eye appeal”: colorful tablecloth, garnishes, etc.
14	<ul style="list-style-type: none"> • Group Nutritionist should begin to identify potential peer-led group leaders (if not already done). Refer to <i>Vol. 2, Section 2.5. - Peer-Led Groups</i>. • (Optional) Collect samples of local beans and grains.
15	<ul style="list-style-type: none"> • Collect samples of frozen entrees. • (Optional) Make audio tape of relaxation script. • (Optional) Find an audio tape of soft music to play in background of relaxation exercise.
16	<ul style="list-style-type: none"> • Make overheads or flip-chart presentation of “slip” and “setback” ideas, shown in <i>Figure 1</i> and <i>Figure 2</i>. • Group Nutritionist should approach potential peer-led group leaders (if not already done). Refer to <i>Vol. 2, Section 2.5. - Peer-Led Groups</i>.
17	<ul style="list-style-type: none"> • Group Nutritionist should introduce peer group leaders to group members. • (Optional) Collect samples of flavored vinegars, herbs and spices.

Session #	Group Session Requirements
18	<ul style="list-style-type: none">• Collect examples of low-fat cookbooks and magazines.• Find a room for potluck (if a larger room is needed than usual meeting space).• Gather Meal of Fortune supplies.• Make of schedule for Year 2 group meetings.• Make a sign-up sheet for peer-led groups.• Make copies of ballots for recipe contest.• Gather potluck supplies: serving utensils, extension cords , paper supplies, tablecloths, and warming trays.• Check room used for potluck for the following: fire code regulations, electrical outlets, and power usage limits.• Bring blank recipe cards and name tags.• (Optional) Collect prizes to use for recipe contest.• (Optional) Make copies of Participation certificates.• (Optional) Send out reminder postcard or letter about potluck.

APPENDIX 5B

End of Session Checklist (Group or Individual Session)

Session # _____

- ☐ Record completion of Home Activity assignment.
- ☐ Collect and review Food Diaries or Fat Scans.
- ☐ Complete Session Data Sheet or Individual Data Sheet (Individual Session).
- ☐ Contact group members who missed the session.
- ☐ Complete make-up sessions and Individual Data Sheets.
- ☐ Complete appropriate Progress notes on participants.
- ☐ Make notes for the next time you facilitate the session.
- ☐ Check to see what preparation is required for the next group session (refer to Pre-Preparation for Group Sessions Checklist).
- ☐ Review session materials for the next group session.
- ☐ Identify any supplies, equipment or materials that need to be ordered or prepared for the next group session.
- ☐ Assign food purchasing/preparation to appropriate staff.



Group Nutritionist Notes and Evaluation of Session:

[illegible]