



Volunteer Leader Agreement

Live Well WV – Chronic Disease Self-Management Program/Diabetes Self-Management Program are evidence-based self-management programs developed and licensed by Stanford University. They are being implemented in West Virginia under a multi-site license from Stanford held by the West Virginia School of Osteopathic Medicine, Center for Rural and Community Health.

Each *Live Well WV* workshop consists of six 2.5-hour sessions. These sessions meet one time per week for six consecutive weeks. Each workshop is facilitated by two trained lay leaders who may be lay leaders who have chronic health conditions or outreach professionals.

Live Well WV Leaders are trained by Master Trainers, who are individuals certified by Stanford University to train new Lay Leaders and provide support, technical assistance and oversight to ensure program fidelity.

The recruitment and training of *Live Well WV* Leaders will help expand the *Live Well* programs statewide, targeting churches, senior centers, health care systems, community colleges, senior housing complexes and other aging services providers; and other community organizations when seniors gather.

Ideal Abilities/Values of a Lay Leader

- Believes in and understands the benefit of the program
- Possesses good listening skills, is non-judgmental
- Feels comfortable in front of a group
- Able to read and follow a script
- Understands the importance following the curriculum to maintain program fidelity
- Possesses good communication and interpersonal skills
- Exhibits enthusiasm
- Is dependable and consistent
- Is willing to facilitate a small group
- Has interest in working with older adults
- Has empathy to the needs and abilities of older adults.
- Education or health care experience a plus but not required

Leader Expectations:

- Ability to attend 4-day training taught by 2 Master Trainers
- Ability to facilitate 2 or more 6-week workshops per year



Workshop Responsibilities:

BEFORE THE WORKSHOP BEGINS

- Complete workshop planning and submit workshop planning form at least 1 month prior to workshop
- Prepare for each workshop by reviewing *Leader* manual and materials
- Organize the workshop meeting space with supplies and refreshments

DURING THE WORKSHOP

- Present the workshops according to the directions, training and materials provided
- Encourage interactive discussion about the concepts and skills presented
- Monitor and connect with each participant
- Promote socialization and a solution-oriented environment among the participants
- Strive to ensure that workshops follow the proven model by:
 - Co-facilitating workshops with another trained lay leader
 - Presenting the workshops based on the training and manual provided
 - Serving as a facilitator rather than a lecturer. Facilitators focus on *process* – helping create a sense of connection between group members and leaders to create a safe and optimum environment of mutual learning and support.
 - Not altering the number of sessions (6) or duration of sessions (2 hours)
 - Enrolling no more than twenty (20) participants in each workshop
 - Not altering workshop content

UPON THE COMPLETION OF WORKSHOP -- Ensure that participants complete the required evaluation materials and that evaluation materials are sent to:

Sally Hurst
304-793-6554
400 North Lee Street, Lewisburg, WV 24901
shurst@osteo.wvsom.edu

I have read the above information and I agree to abide to the best of my ability to the abilities/values, training expectations, and workshop responsibilities as outlined.

Signature: _____ Date: _____

Printed Name: _____

Contact: _____

Church/Organization _____