Preparations To Be Done Prior to Orientation and Training Workshop

In order for the activities of the CMATCH program components, particularly the 5-day Workshop—“Let’s Begin to Quit”, to run smoothly, several functions by prepared individuals must be set in motion. Suggestions and instructions are given below.

1. Plan to test the CMATCH program for the fitness of your preparations with a pilot restricted to a small segment of your chosen population of participants, i.e. 3-5 people.
2. Before inviting participants to engage with the program, recruit and prepare Mentors and Phone Coaches to build the social support aspect of the intervention.
   1. Recruit non-nicotine-using individuals of your congregation/organization who have the characteristics of empathy and compassion, welcoming and accepting demeanor, is a ready listener, a disciplined encourager, a faithful witness.
   2. Be sure they are skillful and comfortable with internet and website use.
   3. They possess the time for the role of Mentor or Phone Coach over 12 months.
   4. Once the recruits gain an understanding of role and function and timeline, acquire their commitment to fulfilling the responsibility for the duration of the program and the ministry.
   5. Plan to develop one or more teams to sustain and perpetuate the ministry.
3. Other individuals to recruit specifically for the supporting workshop of the first 2 weeks, “Let’s Begin to Quit”, are:
   1. The Team Leader, who manages the intervention and, advisedly, an Assistant Leader
   2. The workshop Greeter, who registers individuals in, keeps records on that, and provides the first friendly face participants see
   3. A Hospitality Hostess who will recruit Assistants to prepare and serve nutritious snacks and assures seating and comfort for participants. They will aid the Leader over the course of the session.
   4. A Technology Assistant to provide equipment and presentation management for slides and videos and microphone, as well as internet connection.
   5. To aid the Team Leader a Promotion and Communications Director is needed.
4. Prepare your team with training approximately a month ahead of the target date for the CMATCH opening day/night. During that month advertising and invitations can be done and guests can prepare by visiting the LivingSmart.Live website.
   1. The important role of the Mentors is to invite someone they know who is a tobacco product user and admits to a desire to quit. They can even aid them in getting to the Workshop. They are expected to accompany them each session.

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| WORKSHOP TEAM ASSIGNMENTS | | |
| **DATE & TIMES (i.e., 7-8:30 pm)** | **TEAM MEMBER (Name & Phone)** | **ROLE and FUNCTION** |
|  |  | GREETER AND HOST |
|  |  | HOSPITALITY |
|  |  | TECHNOLOGY |
|  |  | LEADER(S) |
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|  |  | GREETER AND HOST |
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