

# FACILITATOR GUIDE



*Body aware*

## Pre-Start

This course can be run as separate modules or all together in one session.

If running as separate modules the specific requirements are detailed in the Facilitator guide for each module.

If running the full programme in one session – the requirements are outlined below.

Prior to commencing - print the Facilitator Guide for each separate module with specific instructions on how to instruct the module safely and effectively.

### Room Requirements

- **Audio Visual**
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- **Room size**

Large enough to ensure:

  - All participants can stand with at least a 2-metre clear space around them
  - All participants can see the screen

### Props/Other Equipment

- **Chair for each participant**

An activity is done with one person sitting in the chair and another person pushing the chair. The chair needs to be:

  - sturdy enough to sustain this pushing action
  - **not** on wheels
- **A 'box or lifting prop' for the lifting module**
  - Number of boxes/lifting props
    - One 'box/lifting prop' for every 2 participants
    - For example: If x 12 participants need x 6 boxes
  - Weight of boxes/lifting props
    - Between 12 – 15kg for the majority of individuals
    - Approx. 10kg for smaller individuals

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## Introduction

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers

### Props/Other Equipment

- None required

### Purpose

The introduction introduces the Body Aware programme and covers:

- Contributors to strain and injury
- Pain diagram
  - early warning signs vs late warning signs
- Safety

### Facilitator Role

Action	Description
1. Introduction	Click on <b>INTRODUCTION</b> to start
2. Safety Brief	<p>Read out the following Safety Brief</p> <p><b><i>Body Aware is an interactive training session which means you are going to be involved in some simple bending, twisting, shoulder, hand, breathing and lifting activities.</i></b></p> <p><b><i>None of the physical activities are more strenuous than what you do on a daily basis – however it is important that you keep yourself safe. If any movement is causing you strain or discomfort, please stop the activity.</i></b></p> <p><b><i>Please listen to and follow any instructions during the activities – this is vital to ensure your physical safety and ensure you get the most benefit from the Body Aware Training</i></b></p> <p>Once completed Safety Brief 'click' <b>Continue</b></p>

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## Shoulders

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- Room size
  - Large enough to ensure:
    - All participants can stand and pair up - with at least 1m clear space around the pair
    - All participants can see the screen once paired up

### Props/Other Equipment

- None required

### Purpose

The Shoulders section outlines the **Power Position** – and how a small change in shoulder position will affect the strength individuals have and the strain on their neck and shoulder.

Participants will first be asked to watch the activity and then they will participate.

They will be working in pairs for the activities.

### Facilitator Role

#### 1. Participant Set-Up

Each time the video stops instructions will appear on screen. Your role as the Facilitator is to make sure **all** participants in the group are set up correctly before continuing the video.

The activities in Shoulders are:

Action	Description
1. Introduction	Click on <b>SHOULDERS</b> to start
2. Shoulder Moves	Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b>
3. Shoulder Moves Change Over	This section is done without the video Set up participants as instructed on the screen Once each pair has completed the activity 'click' <b>Continue</b> to complete the Shoulders section

## **2. Lead conversation on Power Position principle**

Once completed Shoulders ask participants to give feedback on where they could use the **Power Position** principle in their daily lives.

This could be at work or out of work.

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## Hands

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- Room size
 

Large enough to ensure:

  - All participants can stand and pair up with at least 1m clear space around the pair
  - All participants can see the screen once paired up

### Props/Other Equipment

- None required

### Purpose

The Hands section outlines **Pinky Power**, and how using the little finger side of the hand will increase the strength individuals have and any strain on their back, arm, hand, neck and shoulder.

Participants will first be asked to watch the activity and then they will participate.

They will be working in pairs for the activities.

### Facilitator Role

#### 1. Participant Set-Up

Each time the video stops instructions will appear on screen. Your role as the Facilitator is to make sure **all** participants in the group are set up correctly before continuing the video.

The activities in Hands are:

Action	Description
1. Introduction	Click on <b>HANDS</b> to start
2. Pushing Moves	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b>
3. Pushing Moves Change Over	This section is done without the video Set up participants as instructed on the screen Once each pair has completed the activity 'click' Continue

<b>4. Gripping Intro</b>	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b>
<b>5. Gripping Moves</b>	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b>
<b>6. Gripping Moves Change Over</b>	This section is done without the video Set up participants as instructed on the screen Once each pair has completed the activity 'click' Continue to complete the hands video

## 2. Lead conversation on Pinky Power principle

Once completed Hands ask participants to give feedback on where they could use the **Pinky Power** principle in their daily lives. This could be at work or out of work.

# FACILITATOR GUIDE



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## Balance

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- Room size  
See note and diagrams at end of this document for outline on space and room -set up

### Props/Other Equipment

- Chair for each participant  
This is needed in the Leaning Moves section.

### Purpose

The Balance section outlines **moving with balance** when bending, leaning and reaching. Moving with balance will avoid back strain and injury. Participants will first be asked to watch the activity and then they will participate.

### Facilitator Role

#### 1. Participant Set-Up

Each time the video stops instructions will appear on screen. Your role as the Facilitator is to make sure **all** participants in the group are set up correctly before continuing the video. The activities in Balance are:

Action	Description
1. Introduction	Click on <b>BALANCE</b> to start
2. Hip Joint Moves	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b> <i>Key point: Remind participants to look down at the floor as they do the activity</i>
3. Moving with Balance	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b>
4. Leaning Moves	Participants will need a chair for this activity. Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b> <i>Key point: Remind participants to look down at their hands as they do the activity</i>
5. Bending Moves	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b> <i>Key point: Remind participants to look down at the floor as they do the activity</i>

## 2. Lead conversation on Moving with balance principle

Once completed Balance ask participants to give feedback on where they could use the **moving with balance** principle in their daily lives.

This could be at work or out of work.

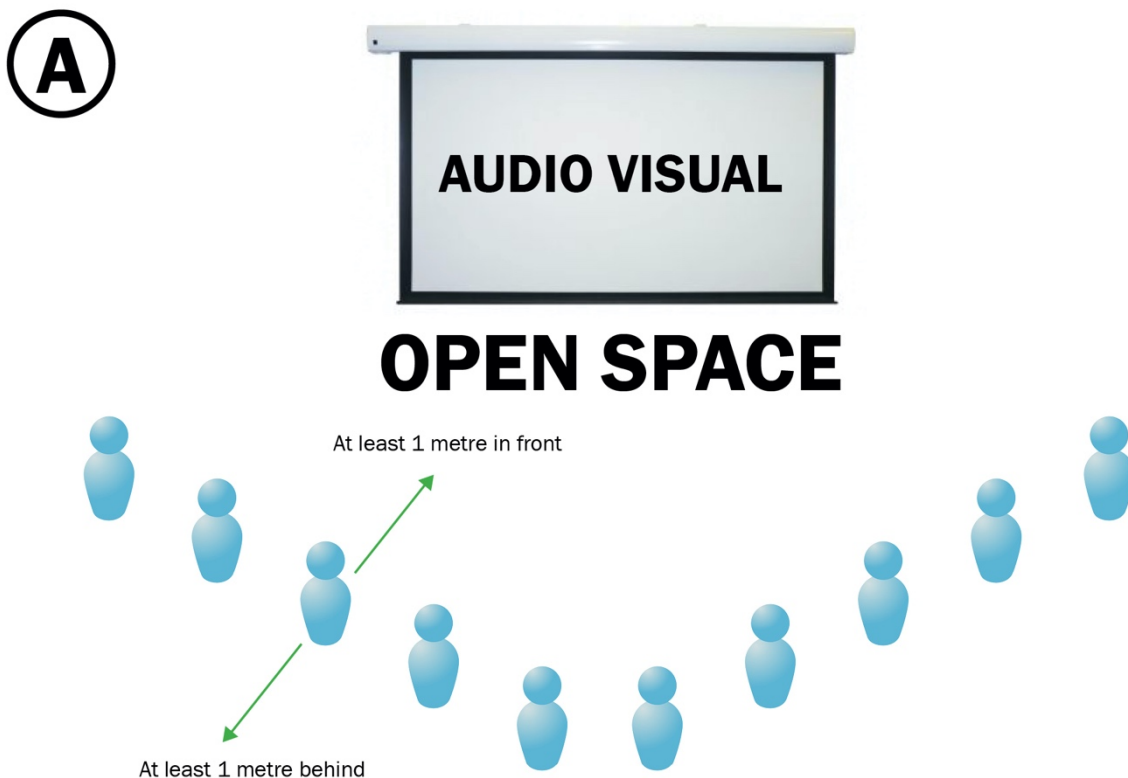
### Important Note for Room Set Up

In this activity individuals will be bending down to touch the ground. It is **very** important that they have sufficient space behind them to bend down with confidence.

If they have someone standing to close behind them - individuals may feel self-conscious bending down. This means they will not do the activity effectively.

- With a small group it is ideal to have individuals set up in a horse-shoe shape around the perimeter of the room with at least 1 metre in front of them and behind them (**see illustration A**)
- If you can't fit everyone around the perimeter of the room you will need to have people in rows. Make sure there is at least 3 metres between the rows (**see illustration B**)
- Where possible get females to stand in the back row.

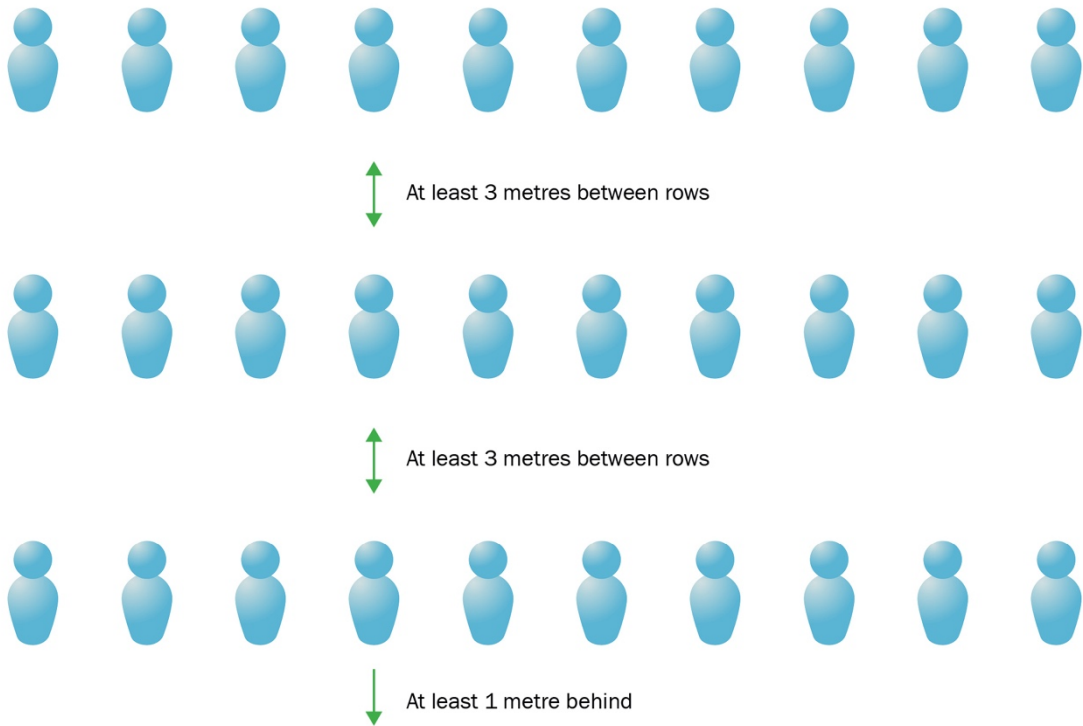
Take the time to set the room up correctly before you start the activity – this is a vital to ensure the activity is done successfully.



**B**



## OPEN SPACE



# FACILITATOR GUIDE



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## Twisting

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- Room size  
Large enough to ensure all participants can stand with at least 2m clear space around them

### Props/Other Equipment

- None required

### Purpose

The Twisting section outlines **moving the feet**. Moving the feet will avoid twisting injury on the lower back. Participants will first be asked to watch the activity and then they will participate.

### Facilitator Role

#### 1. Participant Set-Up

Each time the video stops instructions will appear on screen. Your role as the Facilitator is to make sure **all** participants in the group are set up correctly before continuing the video.

The activities in Twisting are:

Action	Description
1. Introduction	Click on <b>TWISTING</b> to start
2. Throwing Moves	Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b>
3. Twisting Moves	Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b> to complete the Twisting section

#### 2. Lead conversation on Twisting principle

Once completed Twisting ask participants to give feedback on where they could use the '**nose follows toes**' principle in their daily lives.

This could be at work or out of work.

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## Breathing

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- Room size
 

Large enough to ensure:

  - All participants can stand and pair up with at least 2 metre clear space behind and in front of the pair
  - All participants can see the screen once paired up

### Props/Other Equipment

One chair for every 2 participants. (e.g., if 20 participants need 10 chairs)

- An activity is done with one person sitting in the chair and another person pushing the chair.
 

The chairs need to be:

  - sturdy enough to sustain this pushing action
  - **not** on wheels

### Purpose

The Breathing section outlines **Breathing out for Power**. Breathing out with heavy activities increases strength and reduces strain.

Participants will first be asked to watch the activity and then they will participate.

They will be working in pairs for the activities.

### Facilitator Role

#### 1. Participant Set-Up

Each time the video stops instructions will appear on screen. Your role as the Facilitator is to make sure **all** participants in the group are set up correctly before continuing the video. The activities in Breathing are:

Action	Description
1. Introduction	Click on <b>BREATHING</b> to start
2. Breathing Moves	Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b>

<b>3. Power Moves</b>	Ensure you have the chairs available for this activity Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b> <i><b>Key point: Make sure all participants can see the screen before pushing continue. Take the time to arrange the chairs to ensure this happens.</b></i>
<b>4. Power Moves Change Over</b>	Participants swap over positions Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b>
<b>5. Power Moves Wrap Up</b>	Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b> to complete the Breathing section

## 2. Lead conversation on Breathing out for Power principle

Once completed Breathing ask participants to give feedback on where they could use the **Breathing out for Power** principle in their daily lives.

This could be at work or out of work.

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## Lifting

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers
- Room size  
See note and diagrams at end of this document for outline on space and room -set up

### Props/Other Equipment

A 'box or lifting prop' for the Power Moves activity

- Number of boxes/lifting props
  - One 'box/lifting prop' for every 2 participants
  - For example: If x 12 participants need x 6 boxes)
- Weight of boxes/lifting props
  - Between 12 – 15kg for the majority of individuals
  - Approx. 10kg for smaller individuals

### Purpose

The Lifting section outlines **Lifting like a weightlifter**.

Lifting like a weightlifter increases your power and avoids back strain and injury.

Participants will first be asked to watch the activity and then they will participate.

## Facilitator Role

### 1. Participant Set-Up

Each time the video stops instructions will appear on screen. Your role as the Facilitator is to make sure **all** participants in the group are set up correctly before continuing the video.

The activities in Lifting are:

Action	Description
1. Introduction	Click on <b>LIFTING</b> to start
2. Lifting Moves	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue</b>
3. Power Moves	Ensure you have boxes/lifting props – x 1 for every 2 participants. Half the group stand behind the box/lifting prop Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b> <i>Key point: Remind participants to stop this activity if they feel any discomfort. If any participants have back pain, they should miss this section</i>
4. Power Moves Change Over	The other half of the room now do the activity standing behind the box/lifting prop Set up participants as instructed on the screen Once set-up 'click' <b>Continue</b> <i>Key point: Remind participants to stop this activity if they feel any discomfort. If any participants have back pain, they should miss this section</i>
5. Lifting Moves Wrap Up	Set up participants as instructed on the screen. Once set-up 'click' <b>Continue.</b> This will lead you to the end of the Lifting section.

### 2. Lead conversation on Lifting like a weightlifter principle

Once completed Lifting ask participants to give feedback on where they could use the **Lifting like a weightlifter** principle in their daily lives.

This could be at work or out of work.

## Important Note for Room Set Up

In this activity individuals will be bending to a lifting position. It is **very** important that they have sufficient space behind them to bend down with confidence.

Individuals may feel self-conscious bending down if someone is standing too close behind them. This means they will not do the activity effectively.

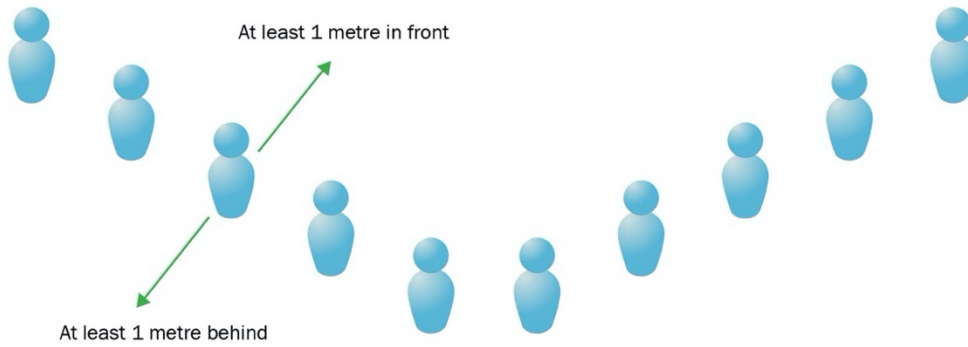
- With a small group it is ideal to have individuals set up in a horse-shoe shape around the perimeter of the room with at least 1 m in front of them and behind them (**see illustration A**)
- If you can't fit everyone around the perimeter of the room you will need to have people in rows. Make sure there is at least 3 m between the rows (**see illustration B**)
- If possible, get females to stand in the back row

Take the time to set the room up correctly before you start the activity – this is a vital to ensure the activity is done successfully.

**A**



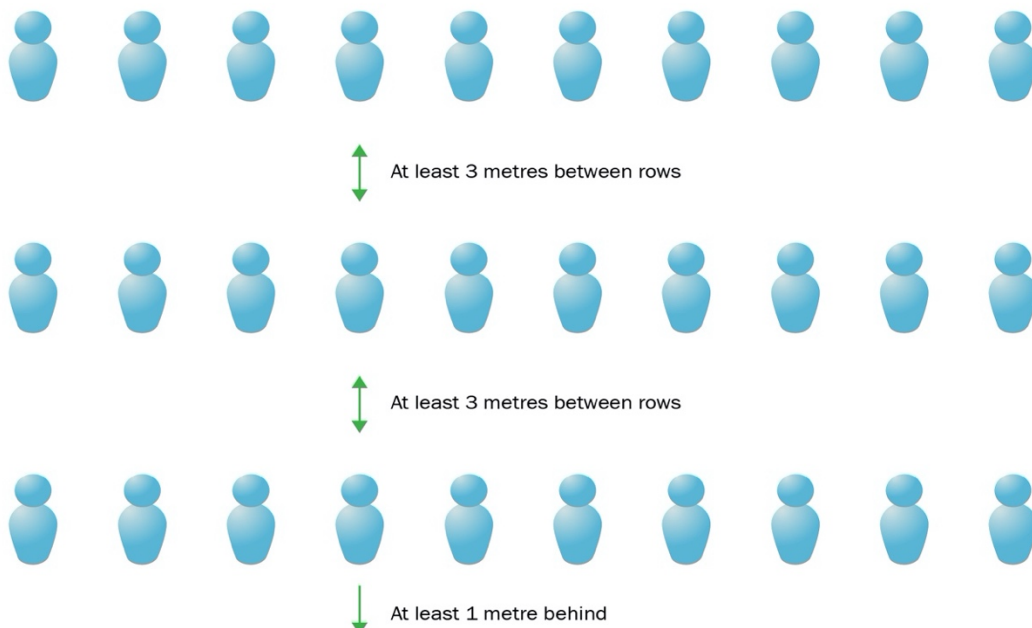
## OPEN SPACE



**B**



## OPEN SPACE



# FACILITATOR GUIDE



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## Wrap Up

### Room Requirements

- Audio Visual
  - Computer connected to internet
  - Monitor - sufficient size for all participants to view
  - Speakers

### Props/Other Equipment

- None required

### Purpose

The Wrap up completes the Body Aware programme and should be played when all of the other sections have been completed.

### Facilitator Role

Click on WRAP UP