



## I CAN Prevent Diabetes Instructors' Weekly Report

Session Date: <u>  </u> / <u>  </u> / <u>  </u>
Session # (1-16): <u>    </u>

**Directions:** Weekly reports are to be completed after each session by the instructor that led the class. Save the completed weekly reports along with the logs tracking participant attendance and progress, until the hard copies are collected from you by your Steps Coordinator. You are encouraged to share this information with your team in weekly emails, calls or meetings. Tell your Steps Coordinator if you require additional support from the state or program.

**Community:**    Rochester    St. Paul    Willmar    Other (specify) \_\_\_\_\_

**Class location:**    YMCA or Fitness Center    Clinic    Other (specify) \_\_\_\_\_

**Day:**    Mon    Tues    Wed    Thurs    Fri    Sat    Sun

**Time:** \_\_\_\_\_:\_\_\_\_\_AM/PM    **Class length:**    60minutes    90 minutes    Other (specify) \_\_\_\_\_

**Instructor (for this session):** \_\_\_\_\_

1. **Checklist:** Checkmark items that you completed *for each participant*.

Required Data Collection Activities	√
Record weekly attendance	
Privately measure & record weekly weights	
Record minutes of weekly activity	
Review weekly food & activity logs	

2. What worked **well** in facilitating this session?

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3. What could be **improved** the next time this session is offered?

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4. Note any **problems** or **irregularities** you encountered. Include inclement weather; change in class time, day, location or instructor; technical difficulties or any other class interruptions.

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5. Note any participant **questions** raised during the session.

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6. Note any **visual aids**, **guest presenters** or **activities** utilized for this session. If co-facilitated, explain the role of each facilitator.

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