

# CCNE Planning Checklist

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This checklist gives a list of items to consider when preparing the agency for more client centered nutrition education (CCNE). Please look over the list to see what items are already completed or are possible to accomplish in the future. Everyone in the agency has a role in making nutrition education more client-centered, and this checklist provides suggestions for delegating responsibilities. **Not everything on the checklist is required – it is intended as a resource.**

Completed **(C)**

Working on Completing **(W)**

Future Goal **(F)**

## LA Directors:

C W F

- Obtained client centered resource toolkit to help plan client centered activities
- Selected program champion(s) to “champion” client centered efforts
- Created and assigned a trainer for staff on client-centered nutrition education
- Created a budget

## NE Coordinator:

C W F

- Incorporated new client-centered classes into the NE plan
- Created plan for training and re-training staff
- Encouraged staff to help create new client-centered classes based on client needs

## Champion (may be same or different from staff above):

C W F

- Created a process to mentor CAs on how to teach client-centered classes
- Conducted new class mini-trainings
- Produced messages about client-centered classes to inform and motivate staff

**Instructors:**

C W F

- Are trained to teach client-centered classes (lesson content, CCNE methods, classroom management techniques, etc)
- Have new lesson plans for conducting client centered classes
- Prepared icebreakers and discussion questions to encourage interaction
- Thought through & researched potential questions from clients

**All Staff:**

C W F

- Promote new client-centered classes
- Give clients a choice of class
- Schedule clients in client-centered classes

**Classroom Set-Up:**

C W F

- Created room to suit client centered activities & discussion (circle or horseshoe chair arrangement, relaxing environment, etc)
- Ordered more/new chairs, if necessary
- Ordered/created enough new class material
- Have storage for classroom material in an accessible place