Client-centered nutrition education (CCNE) uses methods like group discussions and activities to engage clients and facilitate learning. Use this template when planning your CCNE to be either in person or virtual.

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| **Developed by:** |  | **Date Developed:** |  |
|  | *Local Agency Name and Number* |  | *Month/Year* |
| **Written and Approved by:** |  | | |
|  | *Authors’ names, including the Registered Dietitian who approved it.* | | |

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| **Planning and Preparation** | | |
| **CCNE Title** | Type text here. | |
| **Description**  Provide a brief description that can be used for promoting it to clients. | Type text here. | |
| **Objectives**  List what clients should expect to gain from this class. | **During the class, clients will:**   * Type text here. * Type text here. * Type text here. | |
| **Target Audience(s)**  Who is this class designed for? | Type text here. | |
| **Format**  Indicate how you plan to deliver this class. | **In person**  **Virtual - Live**  **Virtual - Pre-recorded**  **Both (Class can be delivered in person or virtually)** | |
| **Promotion and Registration**  Indicate how clients will learn about and join the class. | **This class will be promoted in the following ways:**  **Verbally, such as during counseling**  **Promotional push cards, flyers, etc.**  **Text**  **Email**  **Social Media** (give examples in the spaces below)   |  | | --- | |  |   **Website**   |  | | --- | |  |   **Other**   |  | | --- | |  |   **Select one:**  **This class *will* require registration.**  **This class *will not* require registration.**  **Describe how clients will register for the class, including links to website or social media.**  Type text here. | |
| **Virtual Platform and Client Engagement**  If planning a virtual class, indicate which platform and features you will use to engage clients. | **Which platform will you use to deliver your virtual class? (Check one.)**  **Facebook Live**  **Zoom**  **WebEx**  **GoToMeetings**  **Skype**  **Google Meet**  **Microsoft Teams**  **Other**   |  | | --- | |  | | **Which engagement features will you use during your class? (Check all that apply.)**  **Group chat**  **Private chat or questions**  **Poll questions**  **Other response feedback (i.e. thumbs up, emoji, raised hand)**  **File or screen sharing**  **One-way audio with clients (they can hear you, but you cannot hear them)**  **One-way video with clients (they can only see you, but you cannot see them)**  **Two-way audio with clients (they can hear you and you can hear them)**  **Two-way video with clients (they can see you and you can see them)**  **Other**   |  | | --- | |  | |
| **Follow-up**  Indicate your plans for offering follow-up information or resources to clients after the class is completed.  This could be a good place to offer additional classes, gather feedback about the class and provide a certificate of completion. | **How will you follow-up with clients after the class? (Check all that apply.)**  **Email**  **Text**  **Phone call**  **Other**   |  | | --- | |  | | |
| **What information or resources do you plan to share with clients when you follow-up after the class?**   * Type text here. * Type text here. * Type text here. | |
| **Staff**  Describe the role of each staff, including whether they are presenting in person, on screen or conducting technical tasks or other roles. | Type text here. | |
| **Location and Set Up**  Describe the location of your class. What kind of set up is needed? | Type text here. | |
| **Materials and Resources**  List what you will need for your class (i.e. laptops, projector, flip chart, props, food, audiovisuals, handouts, etc.) | Type text here. | |
| **Notes/Script** | | |
| **Opening and Introduction**  Introduce facilitators or guests and the topic.  Encourage clients to share their demographic information.  Review any relevant technical details and ground rules with clients. | Type text here. | |
| **Icebreaker**  Anchor the class topic to the clients’ lives. Use a visual, do an activity or ask a question to engage with clients.  The icebreaker should go beyond where clients are from (location) and their basic demographics. | Type text here. | |
| **Activities and Discussion**  Make sure to include activities and open-ended questions throughout the class to engage clients.  Keep in mind that activities and conversations should enable clients to meet all of the learning objectives. | Type text here. | |
| **Closing and Evaluation**  Review key points and tie in the icebreaker activity.  Invite clients to share how they will use what they learned in the future.  Let clients know you will follow-up with them via email, text or other method.  Thank everyone for attending and participating.  Cover any additional resources or reminders, before ending the class. | Type text here. | |
| **Supplemental Information**  Describe attachments and other needed information. | Type text here. | |