



# Walk Leader Training Manual

## *'How to' Kit*

# **HOW CAN WE SUSTAIN A WALKING GROUP?**

## **1. Leadership**

Walking group members look to the walk leaders for guidance and encouragement. Therefore, the personality and style of the walk leader is important in sustaining the group's enthusiasm and ensures longevity of the group<sup>1</sup>. Other groups that have been successful have found that the walk leader encouraged a 'family type' atmosphere where everyone felt included and valued as part of the group<sup>1</sup>. In summary, to sustain the walking group, the walk leaders should attempt to create a:

'Positive, trusting and caring atmosphere within the group'<sup>1</sup>

## **2. Support from Local Government / Health Service**

Walking groups need to feel support from organisations within the community in which they walk. For example, groups that walk in the outdoors need to have support from local government to ensure footpaths and walkways are well maintained. Groups that walk within shopping centres need to feel support from the centre management. Some local councils have provided subsidies for walk group members to participate in various activities in the local government area, such as water classes at the local pool<sup>1</sup>. This is not only an incentive for joining the walking group, but also a good way of sustaining the group's involvement. Of course, ongoing funding is often required to ensure sustainability of the groups and local government and health services are well placed to provide such funding.

## **3. Local facility to meet before and after the walk**

Providing a 'base' for the walking group to meet before and after the walks is important for warm up and cool down exercises and also provides a social opportunity for the walkers. It is important that this 'base' is consistent as the group is unlikely to continue coming regularly if the 'base' is always moved. Constant changes are confusing and it makes it difficult for the walkers to know where to meet every week<sup>1</sup>. The meeting point can also provide an opportunity for morning or afternoon teas following the walks which is another opportunity to build friendships and networks amongst the walkers. Some groups have incorporated health talks into the morning teas such as the Walk Friendly Garden City group which meets at a café within Garden City to have morning tea and a health talk on a regular basis.

## **4. Collaboration between organisations to support the walk group**

Collaboration between organisations strengthens programs and assists in the sustainability and expansion of projects such as walking groups. Sharing of skills, networks and experiences helps to link the walk group to existing networks and extend the level of support offered to the group. Furthermore, the more organisations involved in the walking group, the greater the level of participation as public recognition and awareness of the program is enhanced<sup>1</sup>.

## **5. Opportunities for participation in other social and community activities**

Offering activities other than walking are important to sustain the group. These activities should provide a social aspect to the group which in turn enhances relationships and networks amongst the participants.

### Reference

<sup>1</sup> Bayly, L. & Bull, F. (2001). *How to build social capital: a case study of an enduring community walking group*. Eastern Perth Public and Community Health Unit and Department of Public Health, University of Western Australia: Perth.

# **Introduction**

Congratulations on your efforts to organise a walking group. This 'How To Kit' is designed for the coordinating organisation to assist with what you need to know in order to train volunteer walk leaders.

So you have organised a community walk and you need to train volunteer walk leaders? Now you need to present the walk leader program to others.

But...what do you need to organise and how are you going to do this?

There are four main steps you need to remember to help you run a successful program:

1. Plan
2. Prepare
3. Present
4. Evaluate

Much of the effort required to run the program successfully is in the planning and preparation and this will be approximately 80% of your workload. However all four steps are important in ensuring your event runs smoothly.

The following pages of this 'How to' Kit are designed to give you some ideas and guidance on how to make this process simple but effective.

## PLEASE NOTE

This 'How to Kit' and accompanying Walk Leader Training Manual is specifically targeted at older people. If you are intending to target other groups, you may need to adapt the manual accordingly.

## **Plan**

When you begin to plan your program consider the following points:

- What do you want to achieve?
- What issues did you want to cover?
- Who is the presentation aimed at?
- Who can help?
- Will there be a cost?
- Time required to present the program – you will need at least one whole day or 2 ½ days.

## **Prepare**

- Decide on a date and time. Take into account school and public holidays.
- Choose a venue.
- What speakers/subjects need to be covered?
- Organise catering.
- How will you advertise the event?

## **Getting a presenter/s**

*Before you get someone to present to your group ask the following questions:*

- What is the *purpose* of the presentation?
- How *relevant* is the presentation topic for your group?
- What do you want to get out of your speaker's presentation?
- Ask group members what topics they would like to see presented.
- Some presenters will charge a fee – are people happy to contribute to this?

*Once you have decided this, you need to go about finding the right speaker(s) for your program*

- Contact various speakers (see attached suggestions) to see who is available and what information they can provide for your group.
- Discuss with the speaker what your aim is and what you would like included in the presentation.
- Ask speaker/s to bring along handouts/brochures for the group to take away with them (if available). Ensure you have all the brochures listed in the resources sections of the walker's manual.
- Confirm time, date, subject and location of the presentation with them.
- Check with the speaker/s if they require equipment and if so will they provide it themselves.
- Provide each speaker with a copy of the training manual so they can link their talk with the material in the training manual.

## **Essential Topics**

The topics listed below are areas that are an essential part of ensuring that your walk group is safe and well run and need to be included in any program that you undertake:

- Role of Walk Leader.
- Risk Management.
- Healthy Walk Program -Warm-up exercises, safe stretching.
- Injury First Aid.

For an example of a training day agenda see the sample training day session agenda.

## **Additional Topics**

The subjects of How to be a Walk Leader, Risk Management, Injury Prevention and First Aid are a vital part of the Walk Leader Training Program. However once these areas have been covered you and your group may wish to explore other topics that you find appealing. Below are some ideas that you may wish to consider:

- **Walk locations** – if you are wanting suggestions for suitable walk locations or if you are looking for ideas on more unusual locations:
  - Local Councils – can give you ideas of what walking venues are available in your area. Look in the White Pages under the name of your council.
  - Department of Conservation & Land Management (CALM)  
Telephone: 9334 0333  
Website: [www.calm.wa.gov.au](http://www.calm.wa.gov.au)
- **Advanced First Aid Training** – general first aid training should be a part of the essential topics included in the program, however if you wish to gain more advanced or specific first aid training contact the organisations listed in the section 'First Aid Information and Training' (p8).
- **Including a person with a disability in your walk group** – a general guide on how to include a person with a disability in your walk group is included in the manual, however if you want more information please contact:  
Disability Services Commission  
Community Access and Information Branch  
Telephone: 9426 9384  
Website: [www.dsc.wa.gov.au](http://www.dsc.wa.gov.au)

## **Time**

- A half day session is too short to cover the essential topics adequately
- It is suggested that you either run a full day session or two half day sessions
- This way participants will not feel rushed

## **Venue**

When choosing a venue take into account the following checklist:

- Is it an easily accessible location?
- Is there on-site parking. Is it free?
- Are facilities available on site or do you have to provide i.e. catering, whiteboards?
- Cost of using facility?
- Is the venue appropriate for your group?
- What seating is available and are tables necessary?
- What is the best seating layout relative to the number of people attending?
- If using a PowerPoint or overhead projector, where will the screen be best placed?
- Is there a power source close to the projection equipment or will an extension cord be required?
- Will the acoustics or lighting create difficulties?
- Are the toilet facilities as part of the venue area or is it necessary to organise for them to be unlocked?
- If operating in mid summer or mid winter, is heating or cooling adequate?

- Finding a venue:

- Local Councils – this is an ideal place to start when searching for a venue. Your council will be able to advise of meeting rooms available in the area including those at community centres and public libraries.
- Yellow Pages – has a variety of listings that may give you some ideas. Look under 'Halls' or 'Convention Centres'.
- Major sporting venues:
  - Challenge Stadium: Telephone 9441 8222 [www.challengestadium.wa.gov.au](http://www.challengestadium.wa.gov.au)
  - State Tennis Centre: Telephone 9361 1112 [www.tenniswest.com.au](http://www.tenniswest.com.au)
  - Arena Joondalup: Telephone 9300 3355 [www.arena.wa.gov.au](http://www.arena.wa.gov.au)

### Equipment

Check with the speakers to see what equipment they will need. Many will provide their own, but you may need to provide notepads and pens for group members to take notes during the session.

### Catering

Steps to follow:

1. What type of catering do you need?
  - Morning tea, lunch, afternoon tea?
  - Beverages?
  - Can catering be arranged through the venue or ordered in?
  - What is your catering budget?
2. How many people are attending?
3. Choose a caterer:

- Local cafes or bakeries – these offer a range of foods and are ideal when catering for smaller groups.
- Yellow pages - Look under 'Catering' for a list of possible caterers.

#### 4. Place your order with the caterer:

- Confirm the time and date required with them.
- Provide number of attendees.
- Confirm how payment is to be arranged.
- Ask for a breakdown of the costs involved.
- Can they provide extras: cutlery, plates etc.

#### 5. Delivery – will someone collect it or will you have it delivered? Is this an extra charge?

### **PR and Promotion**

- Information Flyers/Posters – see if these can be displayed in public libraries, community centres and sporting/recreation venues.
- Newspaper notices in the local papers.
- Radio – most stations will do community announcements for free.

### **Present**

#### 1) Before the presentation

Ideally complete this stage a day or two before the presentation to allow enough time to make any last minute changes.

- Confirm with speaker/s the time and venue. Make sure they are clear on where it is. If possible provide them with a telephone number of who to call if they have difficulty finding it.
- Confirm all bookings and arrangements i.e. venue, equipment, catering.
- Confirm with group members who are assisting in set-up. Provide them with a contact number with which they can reach you if necessary.
- Check with the venue if you need a key to get in. Where is it collected from?

#### 2) At the presentation

- Be there early to ensure you have time to set-up without being rushed.
- Have a list of who is bringing equipment and who has been assigned to do various tasks.
- Be on hand to welcome speaker/s when they arrive.
- Have a list of attendees.

#### 3) After the presentation

- Allow group members time to ask the speaker/s questions.
- Thank the speaker/s for his/her time and invite them along to any socialising after the event.
- Ensure all equipment is collected, venue tidied and secured as necessary.

## Evaluate

An excellent way of finding out what the attendees thought of the program is to use an evaluation form to record feedback. When putting together an evaluation form consider asking the following questions:

- What did you like/dislike about the program?
  - Did the presenters speak for too long/about right/not long enough?
  - Was the information presented relevant and easy to understand?
  - How useful do you think the information presented will be to you?
  - Was the cost too high/about right/ too cheap? (if applicable)
  - How did you find the venue?
- Remember to include a space on the sheet for any extra comments.
  - Encourage everyone to fill in their evaluation forms and let them know the benefits of getting their feedback.
  - It is important to remember to ask yourself these questions too and note where you think changes could be made in the future.

You may like to use the Evaluation Form included with this 'How to' Kit (see Page 9).

## ***Suggested Presentation Subjects and Presenters***

It is important to look in you local community for expertise and knowledge when selecting speakers. This way the speaker will be familiar with your area. For example hospital staff such as physiotherapists or occupational therapist and local emergency volunteers can all be of assistance. Contact your local Population Health Unit they have a vast range of expertise that can support your walking group.

## Risk Management

The Department of Sport and Recreation is one of the main government bodies to be able to offer you advice and information on incorporating Risk Management into your group. Also listed are other government agencies and peak industry organisations that can help you in this matter.

- |                                      |           |  |
|--------------------------------------|-----------|--|
| ▪ Department of Sport and Recreation | 9387 9700 | <a href="http://www.dsr.wa.gov.au">www.dsr.wa.gov.au</a>   |
| ▪ Fitness WA                         | 9383 7734 | <a href="http://www.fitness.asn.au">www.fitness.asn.au</a> |

▪ Insurance Commission of WA	9264 3333	<a href="http://www.icwa.wa.gov.au">www.icwa.wa.gov.au</a>
▪ Leisure Institute of WA (Aquatics)	9364 0665	<a href="http://www.liwaquatics.net.au">www.liwaquatics.net.au</a>
▪ Outdoors WA	9409 5632	<a href="http://www.wn.com.au/outdoorswa">www.wn.com.au/outdoorswa</a>
▪ Parks and Leisure Australia (WA Region)	9277 9538	<a href="http://www.parks-leisure.com.au">www.parks-leisure.com.au</a>
▪ Volunteering WA	9420 7288	<a href="http://www.volunteer.org.au">www.volunteer.org.au</a>
▪ WA Sports Federation	9387 8100	<a href="http://www.wasportsfed.asn.au">www.wasportsfed.asn.au</a>

### Balance Exercises - Leaders

- Australian Physiotherapists Association (WA Branch)  
Telephone: 9389 9211
- Community Physiotherapy Services  
Telephone: 9224 1783

### Sports Injury Management

For resources, further information or to get in contact with a presenter on sports injury management:

- Sports Medicine Australia (WA Branch)  
Education Manager  
Telephone: 9285 8033  
Fax: 9284 9239  
Website: [www.smawa.asn.au](http://www.smawa.asn.au), Email: [info@smawa.asn.au](mailto:info@smawa.asn.au)

### First Aid Information and Training

Knowing first aid is a vital ingredient to making your walk a safer and more enjoyable. Guidelines to general first aid are listed in the manual, however if you would like more first aid training for yourself or even the group many courses are available to cater for all age groups and requirements.

#### St John Ambulance of Australia

Telephone: 9334 1222

Website: [www.stjohn.org.au](http://www.stjohn.org.au)

#### Heart Foundation of Western Australia – CPR Training

Telephone: 9388 3343

Website: [www.wa.heartfoundation.com.au](http://www.wa.heartfoundation.com.au)

#### Australian Red Cross - First Aid and CPR Training

Telephone: 9325 5111

Website: [www.redcross.org.au](http://www.redcross.org.au)



# Walk Friendly

Workshop Evaluation Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Venue: \_\_\_\_\_

## Walk Friendly Manual

How strongly do you agree or disagree with the following statements about the Walk Friendly Walk Leaders Guide (WFWLG)

<i>agree</i>	Strongly	Agree	Unsure	Disagree	<i>Strongly</i>
<i>disagree</i>					
1. The WFWLG is very clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The WFWLG is easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The WFWLG is relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The WFWLG is practical eg topics are presented in a practical way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The terminology in the WFWLG is suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The WFWLG is comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If Disagree:</b> to Question 6 What would you like to					
_____					

## Workshop Delivery

How strongly do you agree or disagree with the following statements about the delivery of the workshop

<i>agree</i>	Strongly	Agree	Unsure	Disagree	<i>Strongly</i>
<i>disagree</i>					
7. The speakers were clear and easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The presenters style of delivery was suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The course content was comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. There was adequate time set aside for discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The course was easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The session included practical components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The resources kit provided was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate each presentation below and make comments:

<i><b>Insert Speakers Name</b></i> A Good Leader	<i><b>Insert Speakers Name</b></i> Risk Management	<i><b>Insert Speakers Name</b></i> Injury First Aid	<i><b>Insert Speakers Name</b></i> Warm up & Cool Down Exercises
<input type="checkbox"/> Very relevant	<input type="checkbox"/> Very relevant	<input type="checkbox"/> Very relevant	<input type="checkbox"/> Very relevant
<input type="checkbox"/> Mostly relevant	<input type="checkbox"/> Mostly relevant	<input type="checkbox"/> Mostly relevant	<input type="checkbox"/> Mostly relevant
<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not relevant

Comments: \_\_\_\_\_

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**Walk Leader Role**

How strongly do you agree or disagree with the following statements about your role as a walk leader

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Unsure</b>	<b>Disagree</b>	<b>Strongly disagree</b>
14. The training will assist you as a walk leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. My input was valued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. This workshop has raised my awareness of the issues of being a walk leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The workshop has raised my awareness of the roles and responsibilities of a walk leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If AGREE:** to Question 17 Please expand

\_\_\_\_\_

18. The workshop has developed my confidence to take on the role of a walk leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Any further comments about the workshop or the Walk Friendly Manual are appreciated

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**Thankyou for taking the time to fill in this survey!!**

ICCWA City West Lotteries House, 2 Delhi Street West Perth WA 6005