



KaziHealth



Teacher's Workbook:
Towards Self-Directed Coaching
Workplace Health Promotion Programme

The *KaziBantu* Project, Healthy Schools for Healthy Communities, has been jointly developed by the following institutions:

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2. **Nelson Mandela University**, South Africa
3. **Swiss Tropical and Public Health Institute**, Switzerland

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The Coaching Process: Towards Self-Directed Coaching

Two lifestyle coaching sessions will provide you with a safe and non-judgmental environment to reflect on the outcome of your test results. Becoming aware of where you find yourself health-wise will enable you to identify those areas in your life that need improvement along with those areas that you are managing well. In collaboration with a trained healthcare professional you will co-create goals for yourself to improve your lifestyle and reflect on these goals. In order to improve your lifestyle, you will be provided with relevant information and strategies to make changes regarding your physical activity, nutrition and stress management. Strategies like goal setting, developing a plan of action to realize your goals, managing the barriers that can prevent you from achieving your goals and self-monitoring your progress towards health and wellness will be introduced and discussed to assist you in making the relevant health changes in your life and to setup and maintain new health behaviours. The overall aim of the two coaching sessions is to provide you with a means to stay motivated and to remain in control (or regulate) of the setup and maintenance of new health behaviours. It is easy to start a new behaviour but harder to persist at it! Making use of the two coaching sessions as a blueprint for behaviour change will enable you to become your own lifestyle coach – placing your life and overall wellbeing in your hands! In order to do this the coach will introduce you to the MoVo process model and intervention program.

During the first session you will receive feedback regarding your test results. You will be encouraged to use your test results to decide on changes you would like to make to your lifestyle that will improve your health. Thereafter you will consider different options to make the changes you seek a reality, by setting goals and pursuing actions decided by you. Possible barriers that may prevent you from achieving your goals will be discussed along with ways to overcome these barriers or manage them effectively. It is important to take ownership of the coaching process - this means that when you decide on setting a specific goal it should be important to you and it should add value to your life! To make sure the journey from goalsetting to goal achievement is a successful one you will be encouraged to monitor and record your behaviour or progress to establish a sense of control over your behaviour changes. Worksheets will be made available to you to assist you in monitoring your behaviour and keeping track of the progress you are making while pursuing your goal. Furthermore, you will be introduced to the user-friendly KaziHealth App. via tutorials. This application integrates the three lifestyle interventions, namely, physical activity, nutrition and stress management. The KaziHealth application will also provide regular education snippets and motivational reminders to help you achieve your personal health goals.

During the second session you will reflect on your journey from goalsetting to goal achievement. This will be done by introducing you to an easy and structured way to apply reflection in your life that will serve you well when setting new goals. It is important to consider that the journey from goal setting to goal achievement is a learning experience and paves the way to setting new goals that will lead to further improvement. The second session will therefore help you to consider the positive changes of adopting a new behaviour and look at ways to strengthen more positive lifestyle changes that will contribute to your overall wellbeing.

Coaching Commitment

It is important to realize that YOU will drive this coaching process and the ultimate responsibility for change lies with you! The two coaching sessions are a means for you to structure your journey towards health and wellness and enable you to focus on your specific needs. The first commitment you must make is therefore to yourself.

I,, am committed to this coaching process that will enable me to set, pursue and achieve my health and wellness goals.

I,, agree to take responsibility for taking any decisions pertaining to my health and wellness and account for the consequences resulting from this coaching process.

Write a personal affirmation here that will motivate you on this coaching journey:

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Tip: Refer to your Give Stress the Red Card Manual for more about affirmations.

KaziHealth Lifestyle Coaching Session 1: Introduction to Coaching

Slide 2:

By the end of this session you should have:

- An understanding of coaching
- An understanding of the MoVo process model and intervention program
- An understanding of what SMART goals entail
- Started on your journey of self-coaching towards optimal wellbeing using motivational and volitional strategies as set out by the MoVo intervention program

Slide 3:

Discussion:

How would you define coaching?

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Self-awareness means being honest with yourself. What changes do you have to make on your journey towards health and wellness?

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Slide 4:

Coaching involves (cognitive-behavioural) strategies.

These strategies are:

- Goal setting
- Action planning
- Barrier management
- Self-monitoring

Discussion:

Set a goal for yourself. You don't have to be too specific (you'll get to that later!)

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What actions do you have to take to achieve this goal?

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What challenges or barriers can possibly stand in your way to achieve your goal?

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How can you deal with or manage these challenges or barriers?

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In which ways can you monitor your progress towards achieving your goal?

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Slide 5:

The MoVo process model assumes that the successful setup and maintenance of health behaviours depends on 5 psychological factors:

1. Strength of the goal intention

The first psychological factor is the most important aspect of this model. When you are setting goals, you have to weigh up the costs and benefits of adopting a new behaviour and consider whether you have the ability to achieve these goals. You also have to believe that you can achieve the goals you set for yourself.

The goal intention is expressed as “I intend to join the gym.”

2. Self-concordance of the goal intention

Self-concordance refers to the extent to which the goal intention is in accordance with your values and interests. In other words, your goal must be of value to YOU! A self-concordant goal is a personal goal and reflects something you really want to do in your life. Your partner or friend or even the coach cannot decide on what goal you consider to be important to pursue. You are more likely to achieve a goal that has been decided on by you! This will ensure that you will take responsibility to achieve your goals!

3. Implantation intentions

To move from goal intentions to real actions, your goals need to be translated into implementation intentions. Implementation intentions are simple plans where you specify the when, where and how of your intended actions. Implementation intentions significantly enhance the likelihood of initiating and continuing a behaviour. Implementation intentions are challenged by internal and external barriers e.g., a busy schedule. These barriers can pose challenges to you achieving your goals.

An implementation intention is expressed as: "I intend to go to the gym at 18:00 every Wednesday night."

4. Volitional strategies of intention shielding

When faced with barriers one needs to apply volitional strategies of intention shielding. These include mood management and cognitive restructuring or attention control to keep goals on target. Self-regulatory processes play an important role in the use of implementation intentions. Record your thoughts and moods and relate how your thinking can affect your mood and behaviour. A journal to record your journey towards goal achievement can provide a valuable means to regulate or monitor behaviour change.

5. Outcome experiences

These experiences reflect the personal experiences and appraisals regarding the newly acquired behaviour. Based on positive or negative outcome experiences, you confirm or change your corresponding outcome expectancies and thus maintain or modify their future goal intentions. If you had a good experience with setting and pursuing a goal you will continue the behaviour change. If not, goal intentions need to be modified.

Discussion:

Apply the MoVo process model to your life to setup and maintain a new health behaviour.

Goal intention:

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Self-concordance of the goal intention. Did you decide on this goal? Why is the goal important to you?

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Implementation intention. What actions do you need to take to achieve your goal?

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Volitional strategies of intention shielding. Identify barriers that can prevent you from achieving your goal. How would you deal with these barriers?

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Outcome experiences. Was it a good or productive experience?

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Slide 6:

The MoVo intervention program brings about behaviour change using motivational and volitional strategies. Motivational strategies aim to form a strong and self-concordant goal intention. Your goals must be of personal value and you must have the belief that the goals are achievable. This belief is called self-efficacy.

Volitional strategies focus on implementation competencies and action control (self-regulation) abilities. You can record behaviour change to manage it using a progress journal. Your progress journal can also serve as motivation to persist in goal setting and serve as a “track record” to draw strengths from the experience of setting goals. Both motivational and volitional strategies will be used during the two coaching sessions.

Discussion:

Think of ways to build your self-efficacy regarding your goals.

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How can the use of a progress journal assist you in achieving your goals?

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Slide 7:

Discussion:

What are your thoughts about the feedback you received?

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How do you feel about the feedback?

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What changes do you want to make after receiving the feedback?

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Slide 8:

Discussion:

What actions do you need to take to make these changes a reality?

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List the pros and cons (the positive and negative side) of each action identified.

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Slide 9:

Discussion:

Decide on a specific goal that you want to achieve. Remember that you have decided to make changes to your lifestyle and have considered the actions to pursue to make these actions possible.

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Which action/s do you want to pursue to achieve this goal? In other words what are you going to do to achieve this goal?

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Explain why you decided to pursue this goal.

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Slide 10:

Discussion:

Discuss the “when, where and how” of your goal.

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What barriers can prevent you from achieving your goal?

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How can you manage or deal with these barriers that may prevent you from goal achievement?

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Slide 11:

It is very important to fill in the worksheets to set goals, record their progress and manage your time. These worksheets can be found at the back of this workbook. Be sure to make copies of these sheets as to always have them at hand. These sheets can be part of your progress journal. The reflection sheet will be made use of after Session 2 has run its course.

Slide 12:

The goals you set need to be SMART goals:

Specific:

What is it that you want to do? State a specific behaviour e.g., go for a daily 20min run/walk

Measurable:

You must be able to track your progress e.g., time spent, or weight lost doing the activity – walking 1km a day.

Attainable:

Your goal must challenge you but must be realistic to achieve – if you haven't walked in years do you really expect to walk 5km on your first attempt?

Relevant:

Your goal must be beneficial to you. Consider why this goal is important to you and how it can add value to your life e.g., walking will give you time to clear your mind of work issues and relax you. This will re-energise you to tackle all life's challenges again!!

Time bound:

Your goal should have a target date attached to it e.g., when will you start to pursue the goal and by when will the goal be attained?

Set a SMART goal for yourself related to the feedback that you received.

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Slide 13:

It might be a good idea to have a look at these resources for further reading!

KaziHealth Lifestyle Coaching Session 1: Reflection

Slide 2:

By the end of the session you should have:

- An understanding of what reflection is and why it is used
- Reflected upon the changes you set out to make
- An understanding of what a GROWTH mindset entails

Slide 3:

Reflection shouldn’t just be used to “look back and find fault” but should be utilized as a means to identify strengths. Reflecting on weaknesses or failure should be done with a learning mindset - this entails learning from failure and identifying weaknesses with the intention of working to improve on the relevant weakness.

Discussion:

How have you used the skill of reflection in the past?

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Why do you think that it is important to reflect on your experiences?

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Slide 4:

Kolb (1984) provides a process or steps to apply the skill of reflection to your experiences. The four steps are Experience, Reflection, Generalisation and Application. Following these steps will help you to make sense of an experience or learn from it. Each step asks a specific question:

Experience:

What did you do?

Here you recall the behaviour that you engaged in or what you did e.g., a gym session after work.

Reflection:

What happened?

Here you elaborate on what the experience entailed. What did you think, feel and do during this gym session? e.g., I was not “in the mood” at the start but then used self-talk to motivate myself to join the aerobics class. Also, I had no idea what to expect at the gym.

Generalisation:

What did the you learn?

Elaborates on the learning that happened e.g., I learned that I should monitor my self-talk and use positive affirmations to motivate myself to go to the gym.

Application:

What will the you do next?

Elaborates on what changes need to be made regarding your experience e.g., I am going to plan what I am going to do at the gym next time.

Discussion:

Apply the experiential learning cycle to an experience that you had related to a behaviour that was intended to improve your health and wellness e.g., exercising.

Experience:

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Reflection:

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Generalisation:

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Application:

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Slide 5:

You now have a process or steps that you can apply to reflect on your experiences. After you received feedback from your coach you decided to set goals for yourself. You can use the experiential learning cycle to reflect on your experience of setting goals for yourself. The first step focuses on your experience and will be unpacked during the DISCUSSION section here.

Discussion:

What did you set out to do or change?

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Why did you decide to make a change to your lifestyle?

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What were your goals?

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Slide 6:

The second step of the experiential learning cycle is reflection. This step will be unpacked next.

Discussion:

What happened? Which actions did you pursue to reach your goals? – discuss the “when/where/how” of these actions.

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Did you believe that you could reach your goals?

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What barriers did you experience in pursuing your goals?

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How did you deal with these barriers?

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Slide 7:

The third step of the experiential learning cycle is generalisation. This step will be unpacked next.

Discussion:

What did you learn from your experience about yourself, your actions and others?

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What skills and strengths did you use to pursue your goal?

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What weaknesses did you identify in pursuing your goal that you can turn into strengths?

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How did recording your progress help you in pursuing your goal?

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Slide 8:

The last step of the experiential learning cycle is application. This step will be unpacked next.

Discussion:

What will you do differently next time?

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What advice do you have for someone who wants to pursue a similar goal?

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What is your next goal to establish and maintain a healthy lifestyle?

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Use the reflection sheet as a means to keep up with your progress!

Slide 9:

Change is part of life and to make these changes easier a GROWTH mindset is necessary. When setting goals, you are embarking on change - therefore a growth mindset can assist you in achieving goals.

A GROWTH mindset entails:

- Embracing challenges
- Look at challenges as learning opportunities
- Persist when faced with obstacles
- Keep setting new goals
- Value effort as the path to success
- Change does not happen overnight
- Use criticism to motivate yourself
- View criticism as constructive feedback
- Learn from others' success and your own
- Celebrate achievements and associate with people you admire

Discussion:

How do you think a GROWTH mindset can contribute to your health and wellness?

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Slide 10:

The purpose of the coaching sessions was to empower you, the teacher, to become capable of self-coaching. You can use the sessions (as indicated) to set new goals and reflect on your health behaviours. Session 1 provides the structure towards the establishment and maintenance of a healthy lifestyle while session 2 introduces reflection as a means to monitor and motivate yourself towards an optimal healthy lifestyle. You can use Session 1 when setting new goals and Session 2 to reflect on these experiences to bring about learning and change! Sessions 1 and 2 encapsulate the MoVo intervention program – READY TO USE.

Slide 11:

Be pro-active and explore the resources found in the reference list.

Worksheets

Goalsetting:

1. Write down the goals that you would like to achieve

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2. Make these goals "SMART" goals (specific, measurable, realistic and time bound).

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3. What activities do you need to engage in to achieve these goals (exercise, dietary changes, and stress management techniques?)

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4. Who can support you to reach these goals?

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5. Identify barriers that can prevent you from achieving your goals? How can you overcome these barriers?

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6. How will you benefit from achieving the goals you set for yourself?

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Goalsetting Reflection:

1. Reflect on the goals you set. Did you achieve these goals?

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2. Who helped you to achieve these goals?

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3. What challenges did you experience attaining your goals? How did you deal with these challenges?

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4. Modify your goals or set new goals for the next three weeks-Remember to set SMART GOALS! (Use goal setting worksheet and time sheet). Monitor your progress using the table provided.

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Progress Table:

Week 1

Day	Physical Activity and Exercise	Diet and Nutrition	Stress and Sleep Management
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Week 2

Day	Physical Activity and Exercise	Diet and Nutrition	Stress and Sleep Management
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Week 3

Day	Physical Activity and Exercise	Diet and Nutrition	Stress and Sleep Management
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Time Management Sheet:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							

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