

TOTAL
BRAIN
HEALTH
TOOLKITS

TBH FLEX 1.0

TRAINING MANUAL



Welcome to your TBH FLEX 1.0 Toolkit!

We at Total Brain Health are excited to partner with you in guiding your community to better brain health.

The **TBH FLEX 1.0** Toolkit gives you all you need to teach an engaging, scientifically grounded course on brain wellness to clients with mild to moderate memory loss. In addition to the course itself, our toolkit provides all the education, planning and support tools required to deliver a successful program.

With **TBH FLEX 1.0**, you will be leading a comprehensive cognitive health training program that teaches how to thrive and stay well when managing memory loss. The themed workouts are supported by peer-reviewed research, so you can feel confident in the science. And, all of the class materials are fully scripted to help guide you as you teach for better cognitive wellness through body, mind and spirit engagement.

The **TBH FLEX 1.0** program focuses on hands-on, experiential learning specifically designed by experts to best meet the needs of clients facing memory challenges. Suggested variations allow you to dial up or down the class difficulty and meet clients at their comfort level. Most importantly, you will find that this course is social, supportive, fun and engaging.

Whether this is your first time teaching a TBH Toolkit course or if you are a longstanding TBH partner, I encourage you to begin by taking the time to go through the different sections of your online toolkit. You will find:

- **TBH FLEX 1.0 Course Materials** for teaching the course, including science explanations, class games, and outside resources.
- **Trainer Education Materials** for professional development, offering you a more in-depth understanding of the brain health science behind the TBH Toolkits.
- **Planning Materials** where you will find everything you need to run the class from a blank class schedule to a TBH Certificate of Completion.
- **Marketing Resources** with introductory presentation materials including a video to launch the program and encourage community participation.
- **TBH Support Easy Links** to find us for support and further guidance.

I hope that you enjoy teaching the **TBH FLEX 1.0** course. Here's to many happy memories!

A blue ink handwritten signature of Cynthia R. Green.

Cynthia R. Green Ph.D.
President, TBH Brands LLC



TBH FLEX 1.0: THE SCIENCE BEHIND THE PROGRAM

The **TBH FLEX 1.0** course offers cognitive training based on the most current science available for those facing memory loss. Recent research indicates that lifestyle modifications, such as getting regular aerobic exercise, engaging our cognitive skills, and connecting socially can play a key role in maintaining quality of life and potentially slowing decline in memory loss. The **TBH FLEX 1.0** course channels these findings into enjoyable, practical workouts that teach ways to promote self-determination, dignity and connection for those taking part in the program.

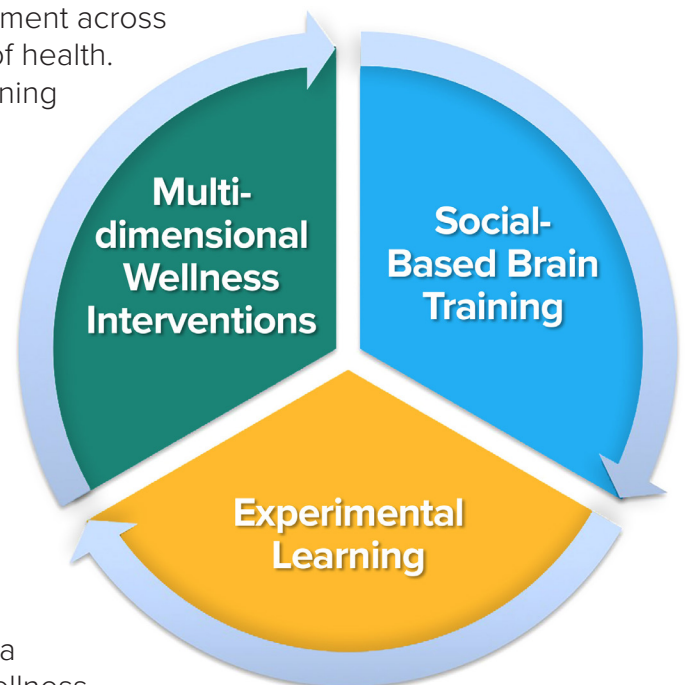
All of our TBH Toolkit programs, including the **TBH FLEX** series, are grounded in our celebrated TBH brain training philosophy. This 3-pronged approach covers:

TRAINING ACROSS THE WELLNESS CONTINUUM.

The brain health evidence strongly supports engagement across the physical, intellectual and socio-emotional areas of health.

Our **TBH BLUEPRINT**, a roadmap used by all our training programs, provides a guide to engaging in activities proven to boost daily thinking and long-term brain vitality, including:

- **BODY.** Staying physically active, along with improving dietary habits, and managing everyday choices such as sleep, and medications can improve cognition and help slow decline in memory loss.
- **MIND.** Targeted cognitive training supports skills such as attention and memory. Recent research suggests that training can help those with memory loss better maintain intellectual function.
- **SPIRIT.** Strong social ties, emotional balance and a positive outlook have been tied to better brain wellness. This is important in memory loss, where there is an increased risk for social isolation and emotional distress.



SOCIAL-BASED BRAIN TRAINING (SBBT). Group-based learning has been shown to significantly boost the benefits of cognitive training, especially on skills most affected by aging. In addition, social isolation and its impact on successful aging and overall well-being is a growing concern worldwide. Our Social-Based Brain Training (SBBT) approach uses proprietary training methods that bring the full benefit of group-based learning to all our courses and programs.

The **TBH FLEX 1.0** course uses 2 different SBBT modalities. The SBBT modality is noted at the start of each **TBH FLEX Builder** workout.

- **All Together.** Your class will work as a whole group for collective training.
- **Pair Up.** Your class will work in groups of 2 or 3 for small group learning.



EXPERIENTIAL LEARNING. We learn better by doing, especially with the types of activities that have been tied to improving cognitive outcomes. Our TBH courses exclusively use an experiential approach, where students engage in “hands on” opportunities that give them a chance to try what they are learning right in your classroom. This approach is especially useful for those with memory loss, who can benefit greatly from multiple modalities of learning and engagement.

THE TBH FLEX 1.0 PROGRAM OVERVIEW

The **TBH FLEX 1.0** course consists of 8 sections called **TBH THEMES**. Every theme covers a different way research shows we can promote cognitive vitality in memory loss.

Each TBH THEME section has 2 **TBH FLEX Builders**. The **TBH FLEX Builders** are Social-Based Brain Training (SBBT) workouts that serve as the building blocks of the course. The **TBH FLEX Builders** from each Theme can be delivered together or separately.

TBH THEMES include the following sections:

- **TBH FOCUS.** A brief guide to how the theme fits the TBH Blueprint.
- **THEME INTRODUCTION.** Brief introduction and explanation of the brain health rationale behind the theme and its activities (5 minutes).
- **TBH LET’S GET IT STARTED!** An engaging, signature warm up for body and brain (10 minutes).
- **TBH FLEX BUILDERS.** 2 hands-on workouts that engage your class in the theme teachings. Deliver both or just one TBH FLEX Builder per class (15 minutes each).

Each **TBH FLEX Builder** is organized as follows:

- ✓ **SSBT.** The Social-Based Brain Training modality for the workout
 - ✓ **SKILLS WORKED.** The cognitive skills engaged in the TBH FLEX Builder.
 - ✓ **YOU WILL NEED.** A complete list of what you need to run the workout, including materials provided in the online Toolkit as well as other common supplies.
 - ✓ **LEARN THE SCIENCE.** An easy-to-follow look at the science behind the TBH FLEX Builder.
 - ✓ **NOW DO IT.** Step-by-step instructions with scripting for running the workout.
 - ✓ **VARIATIONS.** Options to make each workout easier or harder based on the needs of your participants.
- **TBH FLEX TAKEAWAY.** A recap of what was learned and tips for ongoing practice (1 minute).
 - **TBH TAKE A BREATH.** A signature guided mindfulness exercise to end class (10 minutes).
 - **TBH TAKE THIS HOME.** Review of take-home card to encourage continued engagement in the lifestyle intervention taught in the Theme (3 minutes).
 - **WHAT’S NEXT?** A sneak peek of the next TBH Theme (1 minute).



HOW IT WORKS: FLEXIBLE COURSE DELIVERY FOR MAXIMUM BENEFIT!

The TBH FLEX 1.0 class times are adaptable to the needs of your group. Guidelines for adjusting the class structure include:

WHO IS IN YOUR GROUP?

You will choose how to structure a **TBH FLEX 1.0** course based on the needs of your particular group. As a rule of thumb, you will offer fewer workouts per class session as the degree of cognitive challenge increases. This will give your group more time to be successful with each **TBH FLEX Builder** they do. For example, if you have a group with greater cognitive challenge, you may choose to use 1 **TBH FLEX Builder** each class session. In that case, you would hold 16 sessions to cover all the **TBH FLEX 1.0** materials.

The **TBH FLEX 1.0** course is designed for small groups, with about 10-12 persons participating. The class size limit is important to a successful class experience, especially when dealing with clients who have more significant memory challenge.

HOW MANY WEEKS DO YOU HAVE TO TEACH THE COURSE?

The **TBH FLEX 1.0** course is modular in design, with each Theme deliverable independent of the others. You can teach the Themes or **TBH FLEX Builders** on their own or in any combination. This allows you to choose your course length. You can cover the full curriculum in either 8 or 16 class sessions or choose a combination of fewer sessions as suits your calendar.

HOW LONG WILL YOUR CLASSES BE?

Each Theme is designed for 1-hour delivery. Each **TBH FLEX Builder** requires approximately 15-minutes of class time, although that may vary depending on the number of attendees and their level of cognitive ability. However, even if you use only 1 **TBH FLEX Builder** per class, class lengths would remain at about 45 minutes, as you will still include the beginning and closing sections of each Theme for every class session. If your group would do best with a shorter session (20-30 minutes), simply do 1 **TBH FLEX Builder** and either the opening or closing exercise (*not both*).

HOW MANY TIMES CAN YOU OFFER THE COURSE?

Keep in mind that you can offer the **TBH FLEX 1.0** course multiple times across your calendar, including overlapping rounds of the course. Given the recommended class size limit, offering multiple rounds of the course allows you to accommodate more clients in the program over time.

Still have questions about how to best structure your **TBH FLEX 1.0 Course**? Contact us directly at info@totalbrainhealth.com.



RUNNING YOUR TBH FLEX 1.0 COURSE: GET READY, GET SET, GO!

Your **TBH FLEX 1.0** course starts right now! Here's some tried and true tips to ensure that your program is successful for everyone – just follow the “Get Ready, Get Set, Go!” steps!

GET READY. Start by determining the W's of your course: Who, What, When, and Where. Use the TBH Toolkits Course Planning Guide, found online in the Planning Materials, to help.

- ✓ **WHO?** Who will be participating in your class? Are you offering the course exclusively to residents in a community or your membership? Or are you opening registration up to the community at large? What degree of cognitive challenge do your participants face? Your class will be most successful if your participants are at approximately the same level of cognitive ability. However, you can, for example, include family members or caregivers in the class. Once you have determined who you will include in the course, you can tailor the course to best fit their needs.
- ✓ **WHAT?** Once you know who will be in the course, determine the course structure. Adapt the course in terms of the number of **TBH FLEX Builders** per session and the number of sessions based on the cognitive ability level of the participants, what your calendar allows, and how quickly or slowly you believe the group will “move” through the class materials. Enroll a specific group for the entire course, or offer the **TBH FLEX 1.0** course as a series of “drop-in” classes. Just remember that the course is best taught in a small group of 10-12 per class for successful outcomes.
- ✓ **WHEN?** Set the days and times of your **TBH FLEX 1.0** course and get it on the calendar!
- ✓ **WHERE?** The **TBH FLEX 1.0** course is designed for “circle” formation seating. Having your group seated in a circle means they can easily see you and each other, making it easier for everyone to follow non-verbal cueing and engage socially as a group. You will need a space large enough to comfortably hold a group of 10-12 people seated in a circle, with room to move around for the various workouts.

GET SET. Now that you've covered the basics, it's time to make sure you are well prepared to teach your **TBH FLEX 1.0** course.

- ✓ **READ THROUGH THE MATERIALS.** Read through the course materials in your online Toolkit, including the course itself, Trainer Education, Planning and Marketing Resources.
- ✓ **FIND YOUR TEACHING VOICE.** You may want to read through the classes more than once to familiarize yourself with them. While the classes are fully scripted, we strongly encourage you to find your own voice and phrasing for teaching the course. Try practicing with someone beforehand!
- ✓ **PREP YOUR COURSE MATERIALS NOW.** Print out all the course teaching materials, including games, worksheets and other resources you need to teach each class. Put the materials for each Theme in a separate folder so that you can organize all the materials in advance. Make a note of additional items needed for each class that must be purchased or ordered in advance, such as any food.



GO! These final details go a long way in making your course successful!

- ✓ **GET THE WORD OUT!** Launching a new program can take some extra promotion. If appropriate, advertise the course within your community using the marketing resources provided in your toolkit. Enlist colleagues to suggest the course in their own programs to support recruitment. Add the **TBH FLEX 1.0** course to your community calendar. Use the TBH promotional video to invite community members to the class. Host a sample group exercise to introduce the course.
- ✓ **PRE-REGISTER.** The **TBH FLEX 1.0** course is best delivered in a small group format, limited to 10-12 individuals per class. The class size limit is important to a successful class experience, especially with clients who have more memory challenge. For that reason, we strongly encourage you to pre-register folks for the course. This insures you have attendance and reduces the chances that you will have to turn people away at the door. If you have more than 12 people for the class, you can add another section of the course to the calendar or create a waiting list for the next session.
- ✓ **BE CLEAR WHO SHOULD TAKE THE COURSE AND WHY.** The **TBH FLEX 1.0** course is designed for adults with mild to moderate memory impairment. It is **NOT** designed for individuals with more advanced decline. While some folks may be hesitant to take part in a group brain health program, you can encourage them by explaining that no one is put on the spot. The course is designed to help them maintain cognitive well-being in a welcoming, non-judgmental environment.
- ✓ **CREATE A REMINDER SYSTEM.** Fill in the blank class schedule (found in the Planning Materials section of your online Toolkit) and hand copies out to your class members. Create a way to remind your class members, either by phone or in person, in advance of each class as well.

FINALLY, DON'T FORGET TO SHARE! Pictures, completed class materials, and the like are great ways to share the success of your **TBH FLEX 1.0** course with your community, family members and others! Create a bulletin board, share in your newsletters, on your website and online in social media. Be sure to also “tag” Total Brain Health on Facebook or Twitter so we can help spread the word about the great work you are doing!



TBH FLEX 1.0: BEST PRACTICES TIPS FOR TEACHING

The **TBH FLEX 1.0** course is unique among our programs in that it supports better cognitive well-being for those facing memory loss. Some best practices tips for teaching this course include:

GO SLOW. When determining your **TBH FLEX 1.0** course structure, be sure to allow ample time for your class to complete the training activities. In many cases, you may find it best to only include one **TBH FLEX Builder** per class session, especially if your group has more significant memory challenges, is larger, or is simply prone to talking more. Make sure you have the time to fully explore and enjoy the class training together, as that is key to a successful course. There is no need to rush, and better to leave more time for brain health training!

GO SHORT. Consider limiting class lengths by doing just one **TBH FLEX Builder** per session, especially if your group consists of several folks with greater cognitive challenge. We have found that individuals dealing with greater cognitive loss benefit from and enjoy more frequent, shorter length classes. With memory loss, it can often be easier to hold focus and be meaningfully part of the conversation in a shorter length class.

FOLLOW THE THREE C'S OF COMMUNICATION. The intellectual challenges of memory loss can in many cases make it difficult to follow complex, idiomatic speech patterns. Our **TBH FLEX** series uses scripting that follows some longstanding advice known as the “Three C’s”:

- ✓ **Concise.** Use language that is direct and to the point. Avoid excessive description and digression in your speech, especially when giving direction. “Plain” speech is easier to follow, especially when we are having trouble holding our focus or keeping track of information due to memory loss.
- ✓ **Consistent.** Use language in consistent ways. Repeat phrasing, directions, and try and use the same or similar wording as you instruct the course. You will note that the introductory and ending materials for the TBH THEMES are almost identical in wording. This is intentional, as it offers consistent communication, making it easier for participants to follow and retain the directions.
- ✓ **Calm.** Speak in a calm, level tone of voice. Keep the pace of your voice even, and aim to speak with deliberate, steady delivery. Doing so makes it easier for everyone to follow your lead in the class.

FOSTER CONNECTIONS. One of the most valuable aspects of the TBH FLEX 1.0 course is the opportunity class members have to connect with each other. Guide members of the group to engage with each other, not just with you. Have participants direct questions and talk together with other classmates. Foster an environment that gives everyone ample time to respond in conversation, as some class members will need a few extra minutes to find a word or communicate a thought. Encourage your class to spend time together outside of the classroom too, as appropriate, supporting each other to engage in the brain healthy lifestyle activities they are learning in the classroom.



PRESERVE PERSONHOOD. Above all else, recognize that each of the class members are valued individuals who should not be defined by a disease. Foster a class environment that focuses on the persons in your classroom, and not on their losses. At all times set an example of respect and preserve the dignity of your group members.

NO JUDGEMENT, NO WRONG ANSWERS. Make it clear that your TBH FLEX classroom is a “judgement-free” zone, where everyone is welcome and accepted, where there are no wrong answers, and where just showing up and being part of the group is all that matters. In fact, going “off track” is not only okay, but sometimes leads the class down a path that is richer and offers more opportunity to connect and learn from each other. And that is also good for our brains!

HAVE FUN! We hope that throughout the course everyone – including the trainers! - will have fun, laugh a lot, and enjoy the warmth of new friendships.



TBH FLEX 1.0 THEMES

CLASS	TITLE	DIMENSION	OVERVIEW
1	SOCIAL POWER	<u>SPIRIT</u> <i>Socialize</i>	Teaches the value of social engagement to cognitive well-being using icebreaker activities to foster social connections.
2	YOU SHOULD BE DANCING	<u>BODY</u> <i>Move It</i>	Uses fun workouts with simple rhythmic movements to teach the value of physical activity to brain wellness.
3	NOW HEAR THIS	<u>MIND</u> <i>Sharpen Skills</i>	Builds auditory attention and listening skills with interactive group-based workouts.
4	SCENT-A-MENTAL	<u>SPIRIT</u> <i>Keep Emotional Balance</i>	Explores ways of promoting emotional balance using aromatherapy.
5	SNACK SMARTS	<u>BODY</u> <i>Eat Smart</i>	Teaches brain healthy eating habits using easily available drinks and snacks.
6	POETRY PLAY	<u>MIND</u> <i>Stretch Your Mind</i>	Uses multi-sensory, creative group workouts to play with poetry for increased intellectual engagement.
7	GET YOUR ZZZ'S	<u>BODY</u> <i>Live with Your Brain in Mind</i>	Teaches practical strategies to support getting a good night's rest.
8	LET'S CELEBRATE!	<u>SPIRIT</u> <i>Believe in Yourself</i>	Highlights the importance of self-confidence and celebrates the accomplishments of your class.