

TOTAL
**BRAIN
HEALTH**[®]
TOOLKITS



TBH[®]
BRAIN WORKOUT
TRAINING MANUAL



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ACKNOWLEDGEMENTS

We gratefully acknowledge the many partners who have inspired and contributed to the growth of the TBH® BRAIN WORKOUT Course. It is only by working with our talented and dedicated colleagues that we have been able to create a program that we hope will inspire others to help make the world a healthier place.

In particular we wish to thank:

- The incredible team who helped bring these materials to life, especially Maura Rhodes, Michael Rice, Sarah Skutch, and the Total Brain Health® staff, including Gina Taylor and Lauren Canning.
- The professional partnering organizations that have helped us pilot the TBH BRAIN WORKOUT, giving us the opportunity to learn how to improve our work and delivery model.
- Finally, we would like to acknowledge with much gratitude the many folks who have attended our workshops over the years and provided us with great feedback, advice, inspiration, and incredible laughs. It is our hope in providing the program in this format that even more folks can have as much fun as you have at our classes!

Here's to many years of wonderful memories!

Cynthia R. Green, Ph.D.
President, TBH Brands LLC
July 2014





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I. TBH BRAIN WORKOUT TOOLKIT: AN INTRODUCTION

The TBH BRAIN WORKOUT Toolkit: An Overview

Welcome to your TBH BRAIN WORKOUT Toolkit! This toolkit contains all you need to deliver the TBH BRAIN WORKOUT Course, a series of engaging and fun classes that reflect the full balance of the most current brain fitness science.

Because we know how busy you are, we've designed this toolkit to make delivering TBH BRAIN WORKOUT Course a "no-brainer." To start, you've received:

- **Your TBH BRAIN WORKOUT Manual.** This manual outlines how to run the TBH BRAIN WORKOUT Course and provides detailed information and instructions for leading the 20 activity-based classes that are at its heart.

Additionally, as part of your complete toolkit, you find additional class materials on the "My Toolkits" page at tbhtoolkits.com. Simply log-in to access:

- **Your TBH Trainer Materials.** The TBH Trainer Materials includes valuable teaching materials and background information.
- **Your TBH BRAIN WORKOUT Resources:** The Resources Section is a critical part of your Toolkit. Each class in the TBH BRAIN WORKOUT Course has its own unique Resources page where you will find the worksheets, links to outside sources, and other materials to make delivering the class as easy as possible.
- **Your TBH Additional Materials:** Here you will find the TBH Student Survey, as well as fliers and other materials that you can download and use.
- **Your TBH Community Forum:** The Community Forum is exclusively open to professionals using the TBH Toolkits. Join up to share ideas, resources, tips, and questions.
- **Support from Total Brain Health:** We are here to help you! As a subscriber, you have access to support from our staff to help you make your TBH BRAIN WORKOUT program shine.

The TBH BRAIN WORKOUT Program

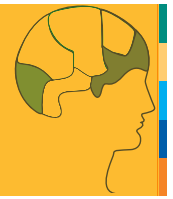
The focus of the TBH BRAIN WORKOUT Course is the 20 classes that we've created based on the TBH Blueprint—our cutting edge approach to brain fitness. (See the online TBH Trainer Materials for an in-depth explanation of the TBH Blueprint.) The science shows that we must engage in many different ways to both support our daily thinking skills and to reduce our risk for serious memory loss. This means participating in activities that focus on physical, mental, *and* emotional health. The TBH BRAIN WORKOUT Course provides engaging activities designed to address each dimension, ranging from juggling to cartooning to meditating.

Each class includes the following sections:

- **TBH Focus:** A guide to where this activity fits into the TBH Blueprint, with a handy bulleted list of scientific highlights.
- **The TBH Science:** A detailed explanation of the science behind the activity. Designed to help you prepare to teach the class and also to share with participants. If you prefer, you can use the TBH Focus and TBH Science as a “script” to read to the class to introduce the class.
- **You Will Need:** A list of everything required to make the class happen. The majority of the materials listed (worksheets, exercises, handouts) can be found in the Resources section for the class itself.
- **TBH BRAIN WORKOUT Class:** Steps for leading each 60-minute class.
- **Tip:** Content to share as a tip in an internal newsletter, community meeting, etc. You can also use the tip as a “wrap-up” or handout at the end of the 60-minute class.

In addition, you will find:

- **Resources:** Each class has its own dedicated Resources link, located in the My Toolkits page under the “RESOURCES” section at tbhtoolkits.com. The Resources page for a class will have all the worksheets, handouts, links, and information for obtaining items needed—everything that you have to have to deliver the activity.
- **Expert Opportunity:** Some of the classes can be enhanced by inviting an expert to bring additional insights or guidance. The “Expert Opportunity” button offers suggestions for inviting an expert in your area to join you in teaching the class.



II. TBH BRAIN WORKOUT TOOLKIT: RUNNING THE COURSE

Get Ready: Planning Your TBH BRAIN WORKOUT Course

Every TBH BRAIN WORKOUT Course begins with planning for the “W”s—what, who, when, and where.

Begin with the TBH Toolkits Course Planning Guide, which is designed to make the job of setting up the program as easy as possible. The worksheet can be found in the online “Additional Materials” section of your Toolkit.

What? While the “What?” question may seem like a funny place to begin your planning process, in fact it’s the best place to start, thanks to the flexibility of the program. You can plan a series that fits exactly what you need! Start by asking yourself these questions:

- ***What kind of class do you want?*** The majority of professionals conduct the activities as a class or workshop. The average class size recommended for the activities is 12 to 15 persons. However, it’s possible to work with a larger group (we don’t recommend more than 30 adults), or even in a one-on-one setting.
- ***What length will your program be?*** The full TBH BRAIN WORKOUT Course includes 20 hour-long classes. Think about the best time to offer the course, and how frequently to hold classes. Will you have an easier time enrolling students at a certain time of year, or finding space for a few weeks at a time? Can you only run the class once a week, or do you have the time and space to offer the full series with more frequent (e.g., twice a week) sessions?

Who? Next consider who will be participating in the classes. Are you offering it to residents of a senior living community? Are you looking to draw in local folks of all ages who live independently? Are you a corporate wellness program or fitness center who plans to offer the TBH BRAIN WORKOUT Course to your employees or existing membership? What about prospective members or clients? Finally, do you plan to open the program to friends or family members of the participants—extended family members? Grandchildren? Think broadly about who your audience is, and schedule a program that meets their needs in terms of class style and timing.

When? When will you hold your TBH BRAIN WORKOUT Course? At what point on the calendar does scheduling it make sense? At what time of the day? Will your intended participants be more likely to attend in the morning, afternoon, or evening?

Where? The TBH BRAIN WORKOUT is designed for a space that can comfortably hold a group of people engaging in a range of activities. Ideally it will have tables and chairs that can be moved and rearranged to accommodate activities that require small groups as well as to create an area large enough for physical activities, such as juggling or dancing.

Once you've considered all the "W's" for your TBH BRAIN WORKOUT Course, you're ready to move on to preparing your class.

Get Set: Preparing for Your TBH BRAIN WORKOUT Course

Now that you have set the basics for your course you can focus on organizing for the class. Follow these simple steps to make certain you cover all your bases:

Read the Manual. Read this training manual thoroughly before starting to teach the course.

Study the Classes. Carefully read through all the activities. Study the focus and science behind each one, and look over the steps to make sure you understand how to teach the material and lead the activities.

Review the TBH BRAIN WORKOUT Resources. Review the online Resources Page for each class. Again, there is a separate Resource page for each class. These pages can be found in the "Resources" section of your toolkit.

The Resources section includes TBH worksheets, TBH exercises, and handouts. Some of the handouts and exercises need to be assembled in advance (for example, the TBH Locator Log activity includes a booklet that you will need to print out and assemble for each person in the class).

In addition, the Resources section includes links to materials you may need for the class. While we have tried to give you everything necessary to successfully run the activity in the toolkit, for some activities you may need outside materials (art supplies, for example). It's likely you'll have many of them on hand already. However, for those you may need to purchase we've provided links to online sources.

Identify Experts. If you plan to invite experts to help lead some of the classes (as suggested by the "Expert Opportunity" section in some of the classes), it's a good idea to go ahead and start looking for them. Keep in mind that a potential expert might be a colleague down the hall, a resident in the building, or Bob from Accounting! Frequently folks are willing to share something they know a lot about—be it dancing, juggling, or writing poetry. Bringing on such volunteers is the most cost effective approach to enhancing your program with experts.



Go!: Teaching your TBH BRAIN WORKOUT Course

Once you have the important elements and materials for your TBH BRAIN WORKOUT class ready, it's time to button up the final details that will make your class successful.

Course Schedule. Create your class schedule. You will use it as a handout for attendees, experts (so they know when they are expected), and (let's face it!) yourself as a reminder throughout the series. A blank TBH BRAIN WORKOUT Course Schedule can be found online under Additional Materials. The instructor's name, day, time and location can go at the top of the schedule. Be sure to include the date for each class.

Sign Up Here! Next, focus on registration for the course. The TBH BRAIN WORKOUT classes are designed to accommodate anywhere from 5 to 20 attendees per workshop. The target audience for our programs is:

- Adults 50 years or older.
- Individuals free of significant memory impairment, such as a diagnosis of Alzheimer's disease or a related memory disorder, or other cognitive compromise that may impact their ability to benefit from the training.

We really like to pre-register students for our courses, and encourage you to do the same. Having folks pre-register for the course insures that you will have the right number of students. While your organizational culture may not "fit" with pre-registration, we do encourage it as a way of guaranteeing the program's success. You don't want to have to turn folks away at the door!

Like any new event or program, you may need to work a bit to get the word out and establish interest in the class. To encourage registration, consider reaching out personally to folks you know are "thought leaders"—people who often are able to interest others in events or opportunities. Encourage them to attend the class and to talk it up in advance with friends and acquaintances.

In addition, you can use the "Tips" from the TBH BRAIN WORKOUT as "teasers" in an internal newsletter or promotional materials to let people know about the upcoming course and encourage registration.

Communicate with Your Class. Be sure to stay in touch with your class prior to starting. Send out the Class Schedule in advance, and arrange for reminder emails or calls to attendees in the day or two before your first session is scheduled.

Evaluation Matters! Finally, be sure to use our TBH Student Survey at the end of your program (See Additional Materials online). Once completed, simply submit the forms to us and we will collate and share your data. It's a great way to gain valuable feedback on ways to make your TBH BRAIN WORKOUT even better.

Here's to your awesome TBH BRAIN WORKOUT Course!





III. TBH BRAIN WORKOUT: CLASSES 1-20

CLASS	CLASS TITLE	TBH DIMENSION FOCUS
1	MAKE NEW FRIENDS	SPIRIT Socialize
2	BALANCING ACT	BODY Move It
3	BEAT THE CLOCK!	MIND Sharpen Skills
4	DE-STRESS YOURSELF	SPIRIT Keep Emotional Balance
5	FOOD FOR THOUGHTS	BODY Eat Smart
6	START SOMETHING NEW	MIND Stretch Your Mind
7	10 WAYS YOUR BRAIN IS GREAT	SPIRIT Believe in Yourself
8	SLEEP, SLEEP, SLEEP	BODY Live with Your Brain in Mind
9	ATTENTION! ATTENTION!	MIND Strategize
10	BE A (PEN) PAL!	SPIRIT Socialize
11	GET YOUR GROOVE ON!	BODY Move It
12	DID YOU HEAR THAT?	MIND Sharpen Skills
13	GET THE SCENT	SPIRIT Keep Emotional Balance
14	BRAIN HEALTHY SNACK ATTACK	BODY Eat Smart
15	READY, SET, CARTOON!	MIND Stretch Your Mind
16	GRATEFUL THINKING	SPIRIT Believe in Yourself
17	STROKE AWARENESS	BODY Live with Your Brain in Mind
18	LOCATOR LOG	MIND Strategize
19	IT'S A TOSS UP!	BODY Move It
20	CLASS PARTY!	SPIRIT Keep Emotional Balance



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