



## Facilitator's Guide

### End of the Program: Staying Quit: Week 4

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#### Notes to Facilitator

This meeting is intended to be a final meeting; however, it can be adjusted according to your needs and the needs of your participants. If it does serve as a final meeting, encourage participants to continue with their support groups and, possibly, do a voluntary information exchange (if they haven't done so already) to maintain the established support network. Before the meeting closes, suggest some upcoming milestones for participants to strive for, and/or make suggestions to replace the meeting times. For example, a month from the management date, suggest that they spend 30 minutes journaling about their health and financial advantages and social improvements as a nonsmoker. Perhaps someone in the group can recommend useful and informational online forums to facilitate staying quit. A nice way to celebrate and honor the group's success is to have each person come up to receive his or her personalized Certificate of Achievement as you shake his or her hand. After all, quitting smoking is a big accomplishment. Express your gratitude for being allowed to join them on their path and wish them all continued success. To prepare for this meeting, review this agenda, as well as the corresponding speaker notes. Additionally, you may want to prepare the Certificates of Achievement before the meeting.

#### Your Tools

##### Agenda 4 Slide Presentation

The corresponding PowerPoint presentation, including speaker notes, is enclosed on the CD-ROM.

##### Meeting Handouts

- *Personal Progress Tracker*
- Certificates of Achievement

#### I. Welcome and Agenda

*Welcome. At this meeting, we will discuss:*

- *Program feedback*
- *You've come a long way*
- *Keep up the momentum*
- *Next steps*



## II. Program feedback

- *Thoughts/feedback/areas for improvement on the program to date*
- *What part(s) of the program did you like best? What was most helpful?*
- *Do you feel you need continued support after the program ends? If so, what would be most helpful?*

## III. You've come a long way

- *Congratulations to all of you who have quit smoking! You are among more than 46 million Americans who have quit for good<sup>1</sup>*
- *If you've quit smoking, how do you feel now? Physically? Mentally?*
- *What helped you quit smoking the most?*
- *What are your biggest challenges to staying quit?*
- *If you have not yet quit, keep trying! You can do it! Remember, nicotine is an addiction. The average smoker needs 6 or 7 attempts before quitting for good<sup>2</sup>*

## IV. Keep up the momentum

- *Staying quit is a continued process*
  - *Maintain your focus on the overall goal*
  - *Remember all of the reasons that you want to quit*
- *Utilize all of the resources that you have been provided with, like:*
  - *The Cigarette Time/Cost Calculator*
  - *Personal Progress Tracker*
  - *Handouts reviewing topics*
  - *Support team*
  - *31 Things to Do Instead of Smoke calendar*
  - *National tobacco quitline (1-800-QUIT-NOW)*
- *Don't forget that your doctor is a great resource too! Your doctor can help you stay quit*

## V. Next steps

- *This is the last scheduled group meeting [If applicable]*
- *Please continue to use the support groups indefinitely*
- *You may continue to utilize other benefits that are available through your health plan. Talk to your doctor to see what is right for you*  
[Remind them of any smoking cessation benefits their health plan covers]
- *Please fill out the program evaluation and return it as soon as you get it. Your feedback will be greatly appreciated*
- *Date of next program: [If you are going to roll out the program again, mention when the second round will start]*
- *Incentives: [If you offer incentives for attendance or not smoking]*
- *Questions?*
- *Congratulations!!*



**References:**

1. American Cancer Society. Guide to quitting smoking.  
[http://www.cancer.org/docroot/PED/content/PED\\_10\\_13X\\_Guide\\_for\\_Quitting\\_Smoking.asp](http://www.cancer.org/docroot/PED/content/PED_10_13X_Guide_for_Quitting_Smoking.asp). Accessed March 3, 2008.
2. Building Trades Unions Ignite Less Tobacco. 2003. *Quitting Tobacco—The Next Step: Employer’s Toolbox for Building a Cessation Program*. <http://www.cdc.gov/elcosh/docs/d0700/d000757/d000757.pdf>. Accessed March 3, 2008.