

# “I Can Quit”

A program designed to help people who want to  
quit smoking

Facilitator’s Guide and program  
structure



Tobacco Project 2010  
Adapted from the “Yes, I Quit” Program, Health Canada 1997

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## **The “I Can Quit” Program**

The “I Can Quit” program is designed for people who want to stop smoking. It offers assessment tools and work sheets to help the person assess their smoking habits and offers way to deal with the addiction.

Quitting smoking brings important changes to one’s daily life. Getting used to this new way of life is a process that may take weeks or even several months. Workshop participants have the opportunity to prepare for this change and to go through it with the help of people like themselves.

The program is made up of six sessions, each with stated objectives and an after-session time for homework, discussion, or just to hang out. This program can be adapted to suit the needs of the group.

This program is:

- Inexpensive to organize
- Suited to groups of 8 to 10 people
- Aimed at men, women and youth
- Made up of 6 sessions
- Based on discussions, mutual support and learning a variety of methods that can help cut down on smoking and to quit smoking.
- The booklet can be used by those people who prefer self-help methods and do not wish to attend the sessions.

**The program can be made to suit your community’s needs.**

# The Facilitator's Guide

The "I Can Quit" facilitator's guide is a useful tool for group facilitators who are interested in addressing the issue of smoking without being experts on the subject.

This guide includes the "I Can Quit" booklet, a "no smoking poster", a "no smoking in vehicle" poster and a tracking card.

In this guide, you will find:

- Planning tips on how to set up the sessions
- A list of group activities
- Suggestions on how to facilitate the sessions

## Program Structure

The "I Can Quit" program is made up of 6 sessions held over a period of 6 to 7 weeks. Each session has a specific theme which helps in the process of quitting smoking.

Each session has two parts:

1. The first part is 60 minutes long which will be the time spent on facilitating a structured session.
2. The second part is 30 minutes long which is the after-session hangout that can be used for buddy support, additional counseling/questions or just to hangout.

The program can be presented

- In 6 to 7 meetings, each 1 and a 1/2 hours long (one meeting per week)
- Session three is quite long, therefore may need to be divided into two sessions

The program is designed so that participants can continue to smoke during the program but are strongly encouraged to not smoke during the session. If some of the participants are ready to quit before the program is over, that is great, encourage them.

Smoking during the breaks is not encouraged.

## **Introduction and Overview of “I Can Quit” Program**

The introduction and overview provides the reader with background information about the tobacco cessation program booklet. It also offers general information about smoking and tobacco.

## **Elder’s Prayer**

The Elder’s Prayer has been put into the booklet to offer some spiritual guidance and to remind us that we are not alone on the journey to quitting smoking.

## **Journal Pages**

The journal pages have been designed for the participants to write daily throughout the program. Once the program is completed, there are extra journal pages at the back of the booklet if the participants chose to continue writing.

Writing in a journal is a great way to express oneself and is often used as a way of releasing negative thoughts and feelings. Encourage the participants in your group to use the journal pages on a daily basis.

## Setting up the program

### Organizing the program

1. Location
2. Budget
3. Advertising
4. Material
5. Registration
6. Preparation

### Organizing the program, consider the following:

- Find a good location
- Plan a budget and do appropriate paper work ahead of time
- Prepare the material for advertising
- Order any material in advance
- Register the participants
- Prepare your teaching material

Have you thought about... finding people who could work with you on the preparations?

#### 1. Location

The place should lend itself to talking and relaxation exercises. They should:

- Be well ventilated and quiet
- Comfortably seat 8 to 10 people
- Be easily accessible
- Have work areas with comfortable chairs that you can also put into a circle

## 2. Budget

- Determine the program costs whether or not you will have to:
  - Rent the premises
  - Pay for printing or photocopying
  - Buy the basic facilitating material
  - Offer snacks during the sessions
  - Offer transportation and/or baby-sitting facilities

## 3. Advertising

The secrets of good advertising...?

*Reach as many people as possible*  
*Reach your target audience's social circles*  
*Use several forms of publicity*  
*Give a clear and complete message*

Identify several ways of advertising

Start the promotional campaign 4 to 6 weeks before the program begins:

- Call the people you know that may be interested
- Personally inform other health care workers in your community to help recruit participants
- Put posters and flyers in busy places: community buildings, such as the schools, health clinics, bank offices or community stores
- Other: \_\_\_\_\_

## 4. Material

- Get the basic program equipment
  - Flip chart
  - Markers
  - Session-specific equipment

Example of advertisement

## **Anna and Harry want to quit smoking. What about you?**

You are invited to meet other people like Anna, Harry and yourself.

*Once a week we will:  
Help each other quit smoking  
Share tricks that make it easier not to smoke  
Get to better understand our smoking habits*

**Together  
We will motivate each other and have fun!**

When:

For how long? 6 to 7 weeks

Where: The community clinic

**For the "I Can Quit" Program to stop smoking.**

**Call \_\_\_\_\_ at**

\_\_\_\_\_



## Registration

- Register the participants by phone or using the organization's registration method. It is best that people who are interested to talk directly to them.
- When people register you can:
  - Make the sure the sessions will meet the person's expectations
  - Reassure her about quitting smoking
  - Give examples of activities
  - Give the time and the available services (transportation, baby-sitting, etc.)
  - Try to create a bond based on trust

Suggestion: Accept at least double the number of participants you would like in your group. For example: the ideal number of participants for a tobacco cessation group is 8 to 10 people, so invite 16 to 20. Quitting smoking is a tough commitment to make: some people may decide not to come at the last minute.

## Preparation

- Review the booklet and do some research of your own about tobacco use and smoking.
- Day before each session:
  - Prepare the necessary material
  - Go over the session content
  - Prepare the room
  - Check all equipment (TV, DVD, Stereo, etc.)

## **Facilitating the Program**

Your role as a facilitator:

In a quit smoking group, the facilitator has the same role as for any other group, which is to:

- Ensure that everyone participates
- Help the group reach its objectives
- Encourage a positive discussion within the group

But due to the special nature of the “I Can Quit” program, you will also have to:

- Encourage the participants to quit smoking
- Maintain their interest during the sessions
- Help them share their experiences and solutions
- Strengthen their confidence in their ability to quit smoking
- Suggest lifestyle changes to help quit smoking
- Answer their questions on tobacco

### **You are neither a psychologist nor a personal therapist**

People often smoke because they are under stress or because of challenges in their daily lives. Over the course of the program, some people may realize that stress, fatigue or frustrations come from bad experiences, past or present. You can encourage this new awareness but you should make sure they get help qualified people.

## **A few tips on how to facilitate**

There are as many ways of being a good facilitator as there are facilitators! The more you are yourself and the more honest and respectful you are, the more likely you will be accepted and appreciated.

Always keep in mind both your role and the program's objectives. Be flexible in order to fulfill the group's expectation. In some cases, it might be good to shorten or lengthen some activities. Just make sure the session's content and progress are respected.

Here are few tips to help you:

- **Strengthen motivation to quit smoking:**
  - Go over the many reasons for quitting smoking often
  - Encourage participants to reward themselves often
  
- **Prepare for the quitting period**
  - Talk about it at every session
  - Present it as the successful attempt
  - Remind them that what they have learned will help ease this stage
  
- **Stimulate interest and participation**
  - Provide a snack
  - Have fun and laughter
  - Make changes (move the chairs around)
  
- **Help participants to share**
  - Don't judge anything or anybody
  - Make them feel that there are no bad answers
  - Pay attention, listen to participants and make eye contact
  - Urge participants to share their knowledge, opinion, experiences and worries

- Instill a sense of self-confidence
  - Congratulate them and give encouragement for every little accomplishment
  - Talk about relapse as a part of the learning process
  - Use a positive attitude for solving a difficult situation
  - Respect individual choices

**An unsuccessful first try is not a failure**

Stopping smoking is a big challenge. Stress the fact that it is a process that takes some time. Relapses are discouraging but normal. They help better prepare for the next try.

People with low self-esteem/confidence are sensitive to failure. They tend to feel that they cannot succeed or go through difficult times. Urge them to try again and to recognize all the steps they make – even the little one.

Miller, William, R. and Rollnick, Stephen (1991). *Motivational Interviewing: Preparing people to Change Addictive Behavior*. The Guilford Press, New York. ISBN: 0-89862-469-X

Cigarette	Time	Place	Mood			Rating
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Cigarette	Time	Place	Mood			Rating
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Cigarette	Time	Place	Mood			Rating
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### TRACKING CARD

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 must have                      could have done  
    without it

This is very useful in determining why you smoke and when. It's also helpful to note the mood you were in when you lit up:

- ☺ Good
- ☹ Indifferent
- ⊗ Bad

Example:

Cigarette	Time	Place	Mood			Rating
			☺	☹	⊗	
1	8:15	In car		✓		5