

# ***Steppin' Up with Confidence*** **Web Resource**

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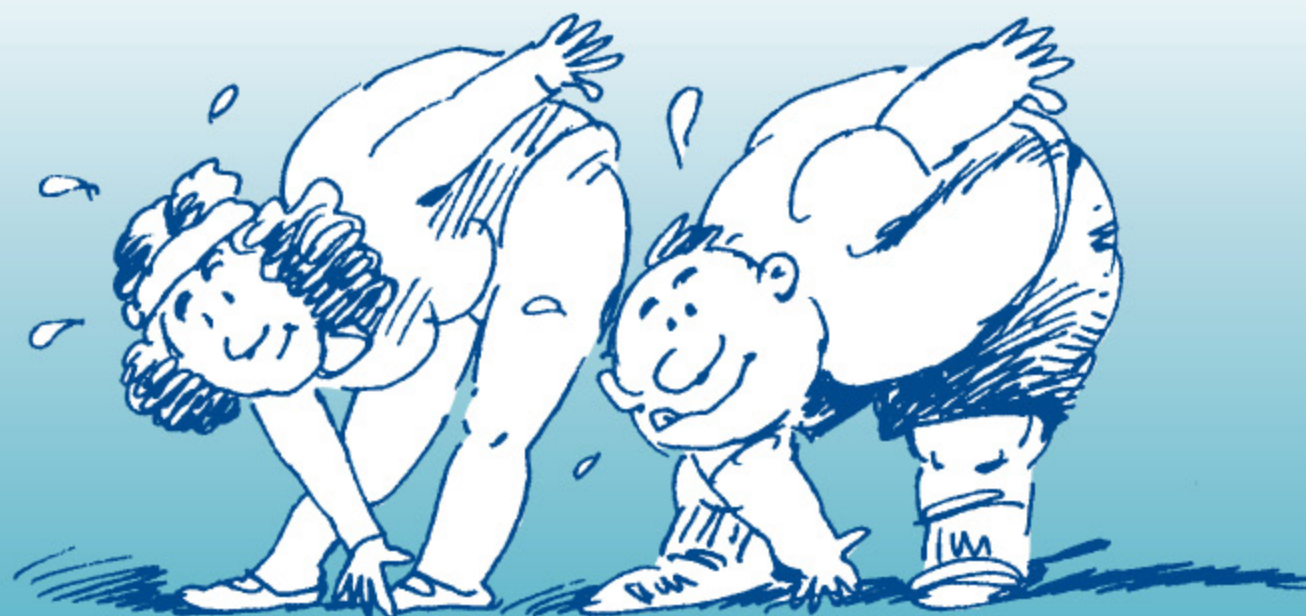
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**Steppin' Up**  
WITH CONFIDENCE

# Exercise Leadership Training Manual



# Partnerships & Acknowledgements

Special thanks to the following organizations for their ongoing support with the *Steppin' Up with Confidence* peer-led exercise program:



Winnipeg Regional Health Authority  
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*À l'écoute de notre santé*



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# Promoting Physical Activity

Recognizing the large personal, societal and economic impact of chronic diseases and injuries from falls among seniors, community partners have developed a multifaceted strategy to improve the health and safety of seniors in Winnipeg. The promotion of physical activity is a key aspect of this strategy. The *Steppin' Up with Confidence* program helps make seniors and their caregivers more aware of the benefits of physical activity. The program also introduces falls risk and prevention strategies, and seeks to engage seniors in active healthy living.

The *Steppin' Up with Confidence* peer-led exercise classes provide an opportunity for older adults to participate in physical activity by eliminating barriers including cost and accessibility. The classes support and encourage older adults to embrace an active lifestyle by offering self-sustaining, accessible, high quality, no cost exercise classes within or near their apartment complex or home. Classes are open to all, and older adults throughout the community are encouraged to participate.

The sustainability and success of the *Steppin' Up* program depends upon continued interest and resource support from a wide array of community agencies, organizations, teams and individuals. The following community framework illustrates the invaluable role of the exercise peer leaders in promoting physical activity within their community area. The framework also illustrates the important community connections between the leaders and the resource supports available within the Winnipeg region.

# Steppin' Up with Confidence Community Framework



# *Steppin' Up with Confidence* Roles

## **Peer Exercise Leader:**

The role of the Peer Exercise Leader is to safely lead community driven activity programs using the *Steppin' Up with Confidence* exercise model. Their role is to act as an ambassador for *Steppin' Up with Confidence* and to connect with community resources for support in the form of training, resources, and connections to community locations.

## **Community Resources:**

Community Resources will support the leader in the establishment, maintenance and evaluation of exercise classes. Their role includes connecting the leader with other *Steppin' Up* peer leaders and if not done already, with potential *Steppin' Up* community locations. Community resources will also encourage and coordinate ongoing in-service and educational opportunities for *Steppin' Up* peer exercise leaders.

## **Organizational Resources:**

The role of Winnipeg *in motion* is to act as a physical activity promotion resource for the community agencies and teams. Winnipeg *in motion* will support communities in developing strategies and programs to help increase older adult activity levels in their community. Winnipeg *in motion* will also provide peer exercise leaders, staff and community members with ongoing physical activity education opportunities.

The role of the Manitoba Fitness Council is to provide the *Steppin' Up with Confidence* exercise leader program training.

# Steps Towards Success!

Thank you for taking the first step to becoming a *Steppin' Up with Confidence* peer exercise leader! In part, the purpose of this manual is to outline the basic knowledge required to safely and effectively lead an exercise class for your peers. An outline of the *Steppin' Up* framework is also provided to direct you towards essential resources which will help you begin a fun, successful and sustainable exercise program in your community.

To ensure that you are well connected with your peers and community locations and are given ongoing support by qualified mentors, it is important that you follow the 5 steps outlined below:



**1** Attend the *Steppin' Up with Confidence* Training Workshop

**2** Arrange to be a Senior's organization or agency *Steppin' Up with Confidence* peer exercise leader

**3** Arrange for an appropriate *Steppin' Up with Confidence* exercise site

**4** Get connected with a qualified exercise professional to be a source for ongoing mentorship and support

**5** Now you can begin *Steppin' Up with Confidence*!

# The Steps:

The *Steppin' Up with Confidence* training workshop is designed to teach you the background information, the basic teaching skills, the basic exercises and other basic techniques that will help you to provide quality, safe, affordable and accessible instruction to your peers. It is important that you practice these *Steppin' Up* skills on your own prior to leading an exercise class with your peers.

By volunteering with a community organization or agency, you will gain the support you need to establish a long-term *Steppin' Up with Confidence* program in your community area. Your partnering agencies and organizations are needed to support you with administrative issues, participant recruitment and possibly with the establishment of a *Steppin' Up* exercise site.

If needed, community resources such as the Senior Health Resource Teams, Community Facilitators and Community Resource Coordinators are available to help link you to a suitable *Steppin' Up with Confidence* exercise site. It is important that you establish a working relationship with a site that is accessible to your peers, has adequate space and that is available for ongoing exercise classes.

As a *Steppin' Up with Confidence* peer leader, you have been taught the basic skills and exercises that are needed for the *Steppin' Up with Confidence* model. It is important that you link yourself with an exercise professional in the community who will be able to help you answer questions or deal with any concerns that may arise during your class. Community supports will be able to direct you to exercise professionals in your community area that can help address your questions and concerns.

Congratulations, you are now ready to begin *Steppin' Up with Confidence!*



# Table of Contents

Introduction.....	1
Benefits of Physical Activity.....	3
Developing an Exercise Program.....	4
FITTE Principle.....	4
Exercise Progression.....	6
Exercise Program.....	7
Exercise Class Components.....	7
Anatomy of a Balanced Workout.....	8
Warm-up.....	8
Cardiovascular Endurance.....	9
Muscular Strength & Endurance.....	11
Balance Training.....	14
Cool-down & Flexibility.....	16
Cool-down.....	16
Flexibility.....	17
Sample A Exercise Class.....	19
Warm-up.....	19
Cardiovascular Endurance.....	19
Muscular Strength and Endurance.....	20
Balance Training.....	21
Cool-down & Flexibility.....	21
Sample B Exercise Class.....	22
Warm-up.....	22
Cardiovascular Endurance.....	23
Muscular Strength and Endurance.....	24
Balance Training.....	25
Cool-down & Flexibility.....	25
Safety Information for Exercise Leaders.....	28
Emergency Situations.....	29
First Aid & CPR.....	30
References.....	31
Figure 1: Resistance Activity Recommendations.....	13
Figure 2: Pros & Cons of Strength Training.....	14
Figure 3: Posture Teaching Tips.....	16
Figure 4: Effective Communication.....	26
Figure 5: Risky Exercises.....	27



# Introduction

Worldwide there are nearly 450 million adults over the age of 65 years (Population Reference Bureau, 2004). In 2001, 13% of the Canadian population was comprised of Canadians older than 65 years (approximately 4 million people). Over 970,000 Canadians were also older than 80 years in 2001 (Statistics Canada, 2005).

The older adult population is expected to dramatically increase in the near future. Statistics Canada projects that by 2026, 21% of the Canadian population will be over the age of 65 years (7.8 million people) and 5% will be over the age of 80 years (1.5 million people) (Statistics Canada, 2005).

According to the 1996/97 National Population Health Survey, inactivity levels increase from 59% for adults 55 to 64 years of age to 60% for seniors 65 to 74 years of age to 74% for seniors 75 or older (Health Canada, 1999).

The 1995 Physical Activity Monitor reported that only 24% of older adults were active enough for optimal health benefits (CFLRI, 1996a). Furthermore, one-third of older adults reported participating in some form of physical activity less than twice weekly (CFLRI, 1996b). It has been suggested that the greatest health risk for older adults is sedentary living. Research has shown that inactive older adults face an increased risk of experiencing losses in mobility and functional capacity, thereby decreasing their functional independence and negatively impacting their quality of life (CFLRI, 1997a).

Regular physical activity is a key component of overall health, and can help older adults to achieve feelings of wellness and independence. Physical activity is not only beneficial to the body, but for the whole person. It contributes to and increases

quality of life and sustained independence. Many activities such as walking, gardening, group exercises, chair exercises and daily home maintenance tasks are considered valuable (CFLRI, 1997b). Structured exercise classes are also an excellent way to achieve benefits. Peer-led, in-block classes help remove barriers to activity and may serve to help increase activity levels, thereby improving health in older adult populations.



# Benefits of Physical Activity

Being physically active throughout all stages of life can help reduce the risk of heart disease, obesity, high blood pressure, diabetes, osteoporosis, stroke, depression, colon cancer and premature death. In Canada, 60% of older adults (>65 years) are inactive and this inactivity leads to a decline in bone strength, heart and lung fitness, and flexibility.

If a person is not very active and starts increasing their physical activity, the benefits will be noticeable in 4 to 12 weeks. These benefits include:

- Continued independent living
- Decreased risk of falling
- Stronger muscles and bones
- Improved balance and posture
- Increased energy/decreased fatigue
- Fewer aches and pains during activity
- Improved blood flow and circulation
- Weight loss/maintenance
- Improved sleep patterns
- Reduced feelings of stress
- Improved quality of life



The benefits of physical activity are far greater than simply physiological. Other benefits include improved concentration, enjoyment, relationship development, and social connectedness.

Spiritual benefits, such as a feeling of inner peace, often result from being physically active. Citing the National Active Living Community, the Active Living Coalition for Older Adults reports that active living also provides economic benefits by reducing healthcare costs, including medical care, geriatric care, and injury care (ALCOA, 1997).

# Developing an Exercise Program

## FITTE Principle

There are five essential components to consider when developing an exercise program. Each is described below:

**Frequency** refers to the number of activity sessions per week. It is suggested that 3 exercise sessions each week at an appropriate intensity can help improve functional ability. Four to seven times a week would be optimal, varying the type of activity. In addition to this, moving in some way (reach, bend, stretch, walk, etc.) everyday is an acceptable and effective prescription for maintaining overall health and well-being.

**Intensity** considers the level of exertion required for the activity. Current recommendations suggest that all adults should participate in at least 30 minutes of moderate aerobic physical activity on most days of the week. The **Talk Test** is a simple self-test to monitor moderate intensity activity. The participant should feel warm and slightly out of breath when exercising but should still be able to carry on a conversation.

**Time** refers to the amount of time spent performing the activity. We recommend a structured exercise session of 45-60 minutes duration.

**Type** refers to the activity performed. The activity selected should be specific to the desired goal.

- Resistance training to increase muscle strength and endurance.
- Aerobic activities to increase cardiovascular endurance.
- Balance and flexibility exercises to prevent falls, improve posture and increase range of motion.

**Enjoyment** is an important factor in the success of any exercise program. Choose an activity that you enjoy or try to make the activity more enjoyable (e.g. add music or go with a friend). Have fun!



# Exercise Progression

Once the initial program has been designed and implemented, it is important to apply the progression principle to allow for health improvements and improved functional ability. The body continually adapts to physical activity and it is necessary to slowly increase and manipulate the duration, frequency and intensity. Despite commonly held beliefs to the contrary, healthy older adults can progress their training of the cardiorespiratory and muscular systems to maintain or improve their health.

Where a person begins and how quickly they progress depends on their level of function, health status, age, preferences, motivation and needs or goals. Essentially there are three stages of progression: start-up, improvement, and maintenance.

The **start-up phase** introduces exercise at a low level to allow the individual to learn and adapt to the new movements and to minimize soreness and possible injury. Duration and frequency should be increased before increasing the intensity.

During the **improvement phase**, intensity can be increased regularly at a rate comfortable to the participant. For example, after walking the same distance for the same time for 3 weeks, the participant should try to cover a slightly greater distance in that same time. Intensity increases could occur every two to three weeks, which allows enough time for the body to adapt.

During the **maintenance phase**, participants should adopt a varied program of sufficient duration, frequency and intensity to maintain their health/fitness achievements. Participants may also choose to re-evaluate and set new health/fitness goals.

# Exercise Program

## Class Fitness Components

In order to live independently, an older adult needs to be able to reach, lift, carry, bend and move around easily. Staying physically active is one of the most important things a person can do to maintain physical and mental health.

A stable, sustainable exercise program should be accompanied by a walking program to increase physical capacity and complement the exercise portion. Programs aimed at improving endurance, strength and balance have been shown, in randomized controlled trials, to lower the risk of falling (Gardner, 2000).

Significant, broad-based research has been done to determine which activities are best for overall fitness. Recent consensus statements suggest that choosing activities from the following activity groups will enhance physical functioning, balance and mobility (American College of Sports Medicine, 1998).

- Cardiovascular Endurance (aerobic activities)
- Muscular Strength and Endurance
- Flexibility
- Balance

# Anatomy of a Balanced Workout

The components of a structured activity program are similar for younger and older adults. A balanced program should not run longer than one hour, as drop out rates increase with increasing time. A balanced program should challenge the participant and also include the following:

1. Warm-up
2. Cardiovascular Endurance & Cool-down
3. Muscular Strength & Endurance
4. Balance
5. Cool-down & Flexibility

## 1. Warm-Up

Time spent in warm-up safely prepares the participant for more vigorous activity, both physically and psychologically. Joints made stiff by inactivity become more flexible with isolated movements through their range of motion. Body and muscle temperature increase with loose, large rhythmic movements improving muscle function. The warm-up should be continuous and at least five minutes in length. The goal is to slowly raise the participant's heart rate.



### Warm-Up Activity Recommendations

Free-moving, large, rhythmic motions, walking, marching on the spot, swinging the arms, or waltzing motions. Keep it easy; remember that it is the warm-up!

Dynamic Stretching moves a specific joint through its full range of motion but does not hold the joint in any single position for any time. Dynamic stretching is a suitable warm-up activity. Dynamic movements may be performed in any order, but to help you remember we suggest you move from top to bottom.

**Sample warm-up exercises include:**

- Arm circles
- Wrist twists
- Light punches
- Reaching forward with hands
- Shoulder shrugs
- Standing or seated marching
- Knee lifts
- Heel taps
- Ankle rotations
- Toe taps

## **2. Cardiovascular Endurance**

Aerobic activities improve cardiovascular endurance. Aerobic exercise is the best form of movement for improving the health of your heart, the efficiency of your muscles and for controlling (or losing) body weight (Clark, 1992). For older adults, aerobic exercise is important in improving or maintaining functional ability and reduces the risk of chronic conditions such as heart disease, diabetes, and osteoporosis.

Ideally, moderate intensity endurance activities should be performed for a total of 30-60 minutes on four, but preferably most days of the week. Aerobic activities can be completed in 8-10 minute blocks throughout the day so long as the total time is between 30-60 minutes.

The cardiovascular conditioning period of an exercise class can last between 10 and 30 minutes, depending on the participants' preferences, goals and functional ability. In the initial 5 minutes, slowly accelerate the activity to allow more time for the transition between resting and active states.

The goal is to achieve a steady exercise state for this period. If you have more fit individuals, "pick up the pace" or have them swing their arms higher. If you are walking around the room in a circle, change directions often. Monitor participants for signs of stress and discomfort. If they become too fatigued to continue, lower the intensity and try again next time.

For safety, do not let participants stop abruptly. Take five minutes to slowly decrease the intensity and use ROM (Range of Motion) activities to help with recovery. Adequate cool-down periods are especially important to older adults, because with age, abrupt cessation of strenuous exercise can strain the heart. The cardiovascular system needs a smooth transition period, so encourage participants to cool down. After this cool-down, heart rate and breathing rate should begin to decline to warm-up levels.

### **Aerobic Activity Recommendations**

Activities using large muscle groups (arms and legs), that are rhythmical and continuous, can increase cardiovascular endurance. Self-paced walking is an excellent aerobic activity as it also helps to maintain the highest level of mobility. Walking is also effective in maintaining healthy weight and is an important form of weight-bearing exercise. Walking is a fundamental exercise for even the frail elderly.

Appropriate activities to improve cardiovascular endurance include:

- Brisk walking
- Low-impact dancing
- Swimming
- Rolling in your wheel chair
- Pool aerobics
- Cycling

For those with mobility problems, use gait aides or chairs for support. Aerobic activities for these individuals can include:

- Arm circles
- Shoulder shrugs
- Upward reaching
- Side raises
- Punching
- Walk/march while seated or standing behind a support
- Seated kicking
- Seated toe taps
- Seated heel taps

### 3. Muscular Strength & Endurance

Resistance training exercises increase both strength (the muscles' all-out effort) and endurance (the muscles' lasting power). Carrying groceries or laundry, shoveling snow or pushing a lawn mower are common day-to-day activities that require some muscular strength and endurance. Regular resistance training has been shown to have several other health benefits including:

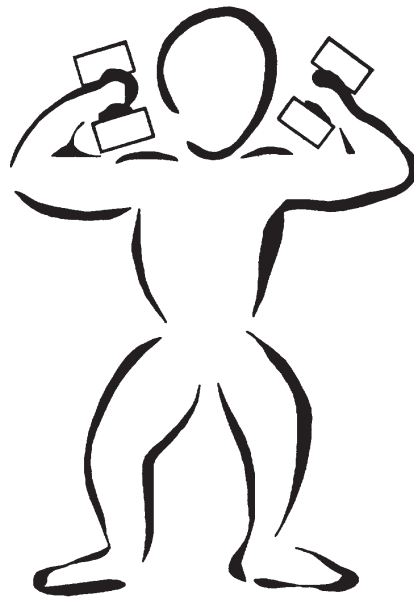
- Increased lean muscle mass
- Increased bone mass
- Reduced lower back pain
- Improved blood lipid profiles
- Small decreases in blood pressure

(Jones & Rose, 2005)

Improvements in muscle strength and endurance can be obtained if resistance exercises are done 2-4 days per week. At least 15-20 minutes of the class should be devoted to strength training for the large muscle groups.

Participants should perform 1-2 sets of 8-12 repetitions for each exercise. It should take 2-3 seconds to lift the weight and 4-6 seconds to lower it. After completing each set, the muscle group used should feel fatigued, but not painful! Encourage participants to maintain good posture, work in a pain-free range, and increase the exercise intensity slowly but regularly.

Many muscle groups may be trained using body weight for resistance. Use of training aides including hand held weights, resistance bands, ankle weights, soup cans and weight machines may maximize the benefits of the exercise. However, participants' abilities to use such aides will depend on their fitness level.



**Figure 1:**  
**Resistance Activity Recommendations**

Functional Benefits	Exercise Suggestions
<b>LOWER BODY</b>	
<ul style="list-style-type: none"> <li>• Important for walking and functional mobility.</li> <li>• Strong thighs, buttocks and calves make getting out of a chair and moving around easy.</li> <li>• Leg and hip strength will also reduce the risk of falls and fall related injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• Leg lifts</li> <li>• Side leg raises</li> <li>• Squats</li> <li>• Sit to stand</li> <li>• Leg curls</li> <li>• Heel/toe lifts</li> </ul>
<b>UPPER BODY</b>	
<ul style="list-style-type: none"> <li>• Important for pushing, pulling and carrying activities.</li> <li>• Upper body exercises help to maintain activities of daily living such as reaching, dressing, and grooming.</li> <li>• These exercises will also allow you to enjoy more vigorous activities involved during gardening, cleaning, and recreation.</li> </ul>	<ul style="list-style-type: none"> <li>• Wall push-ups</li> <li>• Chest press</li> <li>• Seated rows</li> <li>• One-arm rows</li> <li>• Upright rows</li> <li>• Side and front raises</li> <li>• Shrugs</li> <li>• Triceps kick-backs</li> <li>• Biceps curls</li> </ul>
<b>CORE: ABDOMINALS &amp; LOWER BACK</b>	
<ul style="list-style-type: none"> <li>• Important for core stability, posture, balance and mobility.</li> <li>• Strong abdominal and back muscles will reduce the risk of injury during completion of everyday tasks.</li> <li>• This type of training would be classified as muscular endurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Partial chair crunches</li> <li>• Resistance band crunches</li> <li>• Abdominal stabilizer exercises</li> <li>• Kegel exercises</li> </ul>

Figure 2:  
**Pros and Cons of Strength Training**

- PROS:**
- Participants can choose their own resistance.
  - Individuals can work at their own pace.
  - Exercises are simple and easy to follow.
  - Enthusiastic participants can use their training aides at home to practice.
  - Intensity can be modified simply by using a weaker/stronger resistance band and higher/lower weight.
  - Light weights and resistance bands are generally inexpensive and require little or no maintenance.
- CONS:**
- Correct technique is essential to prevent injury.
  - Some participants may have a tendency to hold their breath. Always remind participants to breathe out on effort.

## 4. Balance Training

Balance is affected by many factors including vision, inner ear problems, poor posture and weak muscles. Balance is also directly related to mobility, which describes the ability to move safely and independently from one place to another. Improvements in posture, static (stationary) balance and dynamic (moving) balance greatly improve one's ability to move safely through all environments.

**Static Balance** is standing or stationary balance. Older adults tend to demonstrate more postural sway or movement over their base of support. Excessive postural sway may result in difficulty standing upright without support.

**Dynamic Balance** is the ability to control the center of mass while leaning or moving. Dynamic balance is important during simple daily activities such as walking, vacuuming, mopping floors, and more. Exercises that challenge balance should be incorporated throughout the program. Specific balance exercises, which involve movement in all directions, should be done regularly.

### **Balance Activity Suggestions**

Include progressive balance activities that shift weight over the base of support and reduce the size of the base of support.

Some examples include:

- Sitting upright with eyes open, then eyes closed
- Arm movements with or without eyes open
- Walking heel to toe in a straight line
- Standing with your feet together
- Standing with feet together while moving arms
- Standing on one leg using a chair for support
- Single leg stands with ankle circles or heel lifts
- Tai Chi movements

Balance exercises can be practiced while seated, standing still or while moving. Equipment could include chairs with/without back rests and resistance bands.

Activities like bowling, dancing, parachute games, balloon volleyball, and action songs performed while standing will also challenge dynamic balance and coordination.



**Figure 3:**  
**Posture Teaching Tips**

**Working Posture for Standing Position:**

- Feet shoulder width apart
- Pull in stomach as if you were tucking in your shirt
- Head over top of shoulders, chin tucked in
- Drop shoulder blades away from the ears and back slightly

**Working Posture for Seated Position:**

- Sit away from the back of the chair
- Feet shoulder width apart
- Drop shoulder blades away from the ears and back slightly
- Pull belly button back gently

## **5. Cool-down & Flexibility**

### **a) Cool-down**

The cool-down should essentially be the warm-up in reverse.

The cool-down should allow for a reduction in the participants' heart rates, body temperature and breathing rates to pre-activity levels.

The cool-down should incorporate static (stationary) flexibility and relaxation exercises designed to allow the participant to slowly and safely wind things down, physiologically and psychologically, to pre-warm-up/ resting levels.

## Cool-down Activity Suggestions

Include continuous rhythmic activities that progressively decrease in intensity for 5 to 10 minutes. Examples include alternating toe taps/heel presses, shoulder rolls, arm circles, marching in place, small side steps or a variety of simple mind and body activities such as yoga and Tai Chi.

Ensure that there is a static stretching (**Flexibility**) phase, which incorporates stretching of the major muscle groups.

Add activities that help make a transition from the exercise class to the rest of day. Include activities that connect the participants, ask for thoughts about the class, daily events and even share jokes.

## b) Flexibility

As we grow older, the tissues around our joints tend to thicken and lose pliability. Muscles may grow shorter. Range of motion decreases. Stretching exercises combat these tendencies, thereby helping us to remain active and self-sufficient.

**Static stretching** is a safe activity that is important for improving flexibility. Static stretching usually focuses on moving a specific muscle group to the end of its range of motion where the position is held for a number of seconds. Static stretching should be completed after activity (during cool-down) when the body is at its warmest and the muscles and joints can move more freely.

Flexibility activities aid in the ability of an older adult to perform daily living tasks, or tasks necessary for independent living and self-reliance. Flexibility activities should be performed daily. Participants can finish stretching in a sitting or standing position.

## Flexibility Activity Suggestions

Static (stationary) stretches for the large muscle groups should be emphasized and should be held for at least 15-30 seconds. In addition, dynamic joint movements, as described in the warm-up section, can be included.

Relaxation exercises such as gentle, forward neck rolls and deep breathing would also be suitable after at least 5 minutes of stretching.



# Sample A Exercise Class

## STEP 1

### Warm Up (5 Min.)

Seated or standing

- Shoulder shrugs, arm circles
- Breast stroke
- Wrist rotation (first one way/other way)
- Fingers to thumb exercise
- Chair walk with arm movements
- Leg tap out to side – right/left
- Knee extensions (kick ball)
- Alternate heel/toe lifts
- Alternate toe/heel taps on the spot

## STEP 2A

### Cardiovascular Endurance (10 Min.)

Standing

Higher intensity versions of warm-up activities (faster music)

- Marching on the spot (feet close/wide apart), knee raises
- Marching on spot with arm moves (punching, swimming, cross in front, overhead, etc.)
- Walk into centre of circle and back (repeated a number of times)
- Toe taps to side–right/left
- Step-together-step touch
- Heel digs, heel to seat (leg curl)
- Walk around the room if space permits (optional)

# Sample A Exercise Class (continued)

## STEP 2B

### Cardiovascular Cool-down (5 Min.)

Seated

- Chair walk–small arm movement
- Alternate toe/heel taps on the spot
- Leg tap to side–right/left
- Flexing/Extending arms
- Wrist rotation (light bulb)

## STEP 3

### Muscular Strength & Endurance (15 Min.)

Sitting or standing

Progress up to 2 sets of 8-12 repetitions

- Chest press or wall push-ups
- Bent-over rowing (seated row)
- Lateral side raises
- Flexing arms (bicep curls)
- Extending arms (push-ups from chair)
- Abdominals / chair sit-ups
- Adductions (seated, squeeze ball between knees)
- Chair assisted or unassisted squats
- Rise up on toes

### Key Points for Strength Training

- *Focus on functional activities that translate to activities of daily living (i.e. squats, sit-to-stand).*
- *Work large muscles to small muscles and alternate with upper to lower exercises.*
- *Include postural (core) muscles (stomach and lower back)*
- *Remember to keep breathing!*

# Sample A Exercise Class (continued)

## STEP 4

### Balance (5 Min.)

Seated or standing

Have support nearby and use if needed

- Sitting upright with eyes open then closed
- Sitting and leaning forward, back and sideways
- Standing and shifting weight from foot to foot (*progress to lifting one foot off the floor, then the other*)
- Stand on one leg – right/left (progress from holding a chair with one hand, to one finger to no hands)
- Stand on one leg – rotate ankle
- Reach – forward, R side, L side
- Rock up on toes/heels

## STEP 5

### Cool-down & Flexibility (5-10 Min.)

Standing or sitting

Hold stretches for 15-30 seconds

- Standing calf stretch
- Hamstring stretch (leg extended, bend forward at hip)
- Shoulder blade squeeze
- Lower back – pull leg toward chest & rotate ankle
- Self-hug (shoulder/upper back stretch)
- Triceps stretch
- Vowels (A.E.I.O.U.)
- Neck – ear to shoulder L/R, look over shoulder
- Deep breathing

# Sample B Exercise Class

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## **STEP 1** Warm Up (5 Min.)

Perform 4-8 repetitions of the following range of motion exercises while walking around the room or on the spot:

- Shoulder**
- Circles (forward & back)
  - Shrugs
  - Squeeze the shoulder blades together
  - Cross arms in front and behind
  - Cross arms up & down
  - Swimming strokes
  - Punching forward, up, & to the sides

- Elbow**
- Bicep curls/flexing arms (together or alternating)
  - Swimming strokes
  - Punching

- Wrist/Fingers**
- Circles (forward & back)
  - Waving
  - Open/close fist
  - Touch each finger to thumb

- Hip**
- Knee lifts (e.g. stepping over a fallen log)
  - Long strides while walking (exaggerated steps)
  - Waltzing
  - Stepping side to side (stationary)
  - Stepping out on toes, heels (stationary)
  - Point toe front, side, and back (stationary)

- Knee**
- Hamstring curls (foot towards seat)

- Ankle**
- Walk on toes, heels

# Sample B Exercise Class (continued)

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## **STEP 2A** Cardiovascular Endurance (progress to 20-25 Min.)

Similar to warm-up activities  
but higher intensity

Self-paced walking, stationary/traveling  
movements, or combination

### **Arm movements can include:**

- Alternate punch out
- Alternate punch to ceiling
- Swing arms side to side
- Front crawl
- Breast stroke
- Back crawl
- Flexing arms (bicep curls)
- Wrist curls

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## **STEP 2B** Cardiovascular Cool-down (5 Min.)

5 minute cardiovascular cool-down before  
moving on to resistance training portion of  
the program

### **Activities can include:**

- Slower paced marching
- Alternating heel digs/toe taps
- Shoulder shrugs
- Arm circles
- Light upper body stretch while marching

# Sample B Exercise Class (continued)

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## **STEP 3** Muscular Strength & Endurance (15 Min.)

Progress to 2 sets of 8-12 reps

Focus on large muscles

**Chest** • Chest press or wall push-ups

**Back** • One-arm row or seated row

**Shoulders** • Front raises or lateral raises

**Lower Body (calves, buttocks & thighs)**

- Calf raises (press up on toes)
- Chair assisted or unassisted squats
- Lateral leg lifts

**Abdominals** • Seated partial crunches  
• Tubing assisted crunches

### Key Points for Strength Training

- *Focus on functional activities that translate to activities of daily living (i.e. squats, sit-to-stand).*
- *Work large muscles to small muscles and alternate with upper to lower exercises.*
- *Include postural (core) muscles (stomach and lower back).*
- *Remember to keep breathing!*

# Sample B Exercise Class (continued)

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## **STEP 4** Balance (5 Min.)

Have support nearby and use if needed



### **Reduce base of support** (exercises on one foot)

- Lift foot off the floor and hold 5-10 seconds
- Point toe front, side, and back
- Touching the ground in between moves
- Leg lifts front, side and back
- One-leg bicycling (forward and reverse)
- Knee lift and turn leg out

### **Shifting body weight**

- Shift weight from one foot to the other
- Reach forward, side, and up (alternate arms)
- Lean forward, sideways and backwards while standing
- Tai Chi moves

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## **STEP 5** Cool-down & Flexibility (5-10 Min.)

Hold stretches for 15-30 seconds

### **Perform systematically:**

- Calf stretch
- Quadriceps (front of thigh) stretch
- Hamstring (back of thigh) stretch
- Upper back stretch
- Chest stretch
- Self-hug/shoulder stretch
- Triceps stretch
- Vowels (A.E.I.O.U.)
- Neck stretch
- Deep breathing

Figure 4:

# Effective Communication

Verbal Cues:	Physical Cues:
<ol style="list-style-type: none"><li>1. Be near participants.<ul style="list-style-type: none"><li>• Speak clearly</li><li>• Talk slowly</li></ul></li><li>2. Speak energetically, positively and with zeal!<ul style="list-style-type: none"><li>• Use humour!</li><li>• Discourage negative talk, criticism and gossip</li></ul></li><li>3. Use positive terminology.<ul style="list-style-type: none"><li>• Avoid "don't," use "rather than"</li></ul></li><li>4. Use non-competitive terminology.<ul style="list-style-type: none"><li>• Instead of "let's see how many times you can lift this weight" say "lift as many times as you feel you can."</li></ul></li><li>5. Use terminology that everyone can understand.<ul style="list-style-type: none"><li>• Avoid jargon</li><li>• Use analogies and try to "spark" visualizations</li></ul></li><li>6. Thank the participants for attending the session.</li><li>7. Congratulate and encourage the participants.</li></ol>	<ol style="list-style-type: none"><li>1. Demonstrate each exercise (and its alternative) with good technique.<ul style="list-style-type: none"><li>• When demonstrating multi-level activities, quickly cue the advanced version, and then perform the less challenging option to promote "working at your own level."</li></ul></li><li>2. Use exaggerated body language and hand-signals to indicate directional changes.</li><li>3. Make sure participants can SEE you.</li><li>4. Smile and keep eye contact with the participants.</li><li>5. Enjoy yourself and look excited!</li></ol>

Figure 5:

## Risky Exercises

The following exercises are not recommended for older adults as they place added strain on various joints in the body:

- Hyper-extension of the neck
- Straight-leg sit-ups
- Full sit-ups
- Toe touches
- Deep knee bends
- High impact activities
- Bouncing while stretching
- Hurdler's stretch
- Rapid torso twists
- Lateral Flexion  $>20^\circ$

# Safety Information for Exercise Leaders

Throughout the exercise program it is important to encourage participants to:

- Speak with their doctor about starting and maintaining an exercise program.
- Start slowly when beginning a new exercise program and gradually increase the frequency, intensity, time and type of exercise.
- Modify the exercises to their comfort and fitness levels.
- Drink plenty of water during and after exercising.
- Stop exercising immediately if they experience any discomfort or excessive shortness of breath.
- Seek medical advice if any symptoms continue after a short rest period.

# Emergency Situations

If any participants abruptly leave the class without an explanation, have an assistant or fellow participant follow them to determine if they need help with any problem or issue.

Although you will be encouraging participants to modify their exercise program to their comfort and fitness levels, an injury or emergency situation may occur. **Therefore, it is recommended that all exercise leaders be trained in emergency first aid and cardiopulmonary resuscitation (CPR).**

There may be trained professionals in the facility where your exercise programs are being held. It is beneficial to identify these resources ahead of time, as they may be able to assist you in the event of an injury or emergency.

If an injury or emergency does occur:

- Immediately seek further assistance.
- For serious or emergency situations, or when in doubt, call 911 immediately and stay at the scene.
- Provide or assist with emergency first aid until professional medical help arrives.

# First Aid and Cardiopulmonary Resuscitation (CPR) Training

Information on emergency first aid and CPR training is available from various organizations, including but not limited to the following:

- **Canadian Red Cross Society**  
1111 Portage Avenue, Winnipeg MB R3G 0S8  
Phone: (204) 982-7330  
Web site: [www.redcross.ca](http://www.redcross.ca)
- **St. John Ambulance**  
535 Doreen Street, Winnipeg MB R3G 3H5  
Phone: (204) 784-7000  
Web site: [www.sja.ca/mb](http://www.sja.ca/mb)
- **Heart and Stroke Foundation of Manitoba**  
200-6 Donald Street, Winnipeg MB R3L 0K6  
Phone: (204) 949-2000  
Web site: [www.heartandstroke.mb.ca](http://www.heartandstroke.mb.ca)

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