

How to Prepare

03

WORKBOOK

03. HOW TO PREPARE

WEEK-BY-WEEK PLANNING CHECKLIST

You need months of prep work before you'll be 100% ready for your first Menopause Bootcamp. Here are recommendations of what to do, when.

Three Months Out

- Pick a date (Saturday or Sunday works best)
- Find a space to accommodate your group for ~3 hours (*if you are hosting an in-person **Menopause Bootcamp***)
- Set up a Google alert for menopause news
- Do research on the specific ways in which menopause affects the community which will make up your participant group
- Identify sponsors or local vendors to support and contribute to goody bags
- Re-read Menopause Bootcamp and take notes as you go
 - Identify the material you want to talk about from **section 1**
 - Identify the material you want to talk about from **section 2**
 - Identify the material you want to talk about from **section 3**
 - Identify the material you want to talk about from **section 4**

Two Months Out

- Decide if you will lead the workout segment and use the fitness video provided or find a local fitness professional to lead a session
- Invite people (*aiming for a group of no more than 10*)
- Send confirmed participants a questionnaire about what they want to get out of Menopause Bootcamp (*see page XX*)
- Make a list of what items you will need at the venue, including things like:
 - Seating
 - Water
 - Snacks
 - Paper and pens
 - A screen to present **Menopause Bootcamp** participant videos
- Ask a friend or relative to be an on-hand helper during your first bootcamp

One Month Out

- Begin putting together your outline
 - What is your icebreaker?
 - What is your group meditation?
 - Practice the fitness routine if you plan to lead the segment
 - How will you approach each section and what information will you relay?
 - Are you addressing everyone's questions?
- Give attendees a reminder and give them updates as necessary

One Week Out

- Final confirmation for attendees (*expect some dropouts and some new additions*)
- Finalize outline

- Print out sign-in sheet
- If possible, transfer goods to the venue (*snacks, water, paper and pens*)

One Day Out

- Put it all away. Rest and do self-care**

Morning of

- Organize notes
- Arrive at the venue at least an hour before, longer if there is extensive set-up
- Remind yourself that this is supposed to be community-building, informational, and fun

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DEMO EMAIL + PRE-PLANNING QUESTIONNAIRE

Use this as a jumping off point to the invitation email you send to friends and family. Of course, make it your own! If you have too many RSVPs, and you want to hold a second session, let participants know you'll have another opportunity at least 2 weeks following your first bootcamp.

Dear Friends & Family:

I have some exciting news that I want to share. I have spent hours reading, researching, thinking, and reflecting —and have even gotten an certification— to become a **MENOPAUSE BOOTCAMP LEADER!** If you don't know what **Menopause Bootcamp** is, it's an opportunity for us to come together to learn about what happens to us when we go through the change. We'll discuss everything: physical, emotional, social. It will be an informational session, and you will be able to share your experience if you want. But that's not required!

Here are the details:

[Date]

[Time]

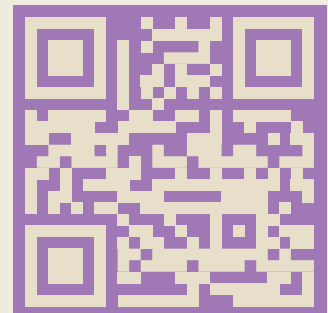
[Place]

[Cost (if applicable)]

The first session is capped at 10 participants, so RSVP by [DATE] to ensure your spot. Please let me know if you have any questions. Use the QR code below to purchase your copy of **MENOPAUSE BOOTCAMP BY SUZANNE GILBERG-LENZ, M.D.**

SEE YOU THERE!

[Your name]



Questionnaire

Thank you for participating in my upcoming Menopause Bootcamp on [DATE] at [TIME]. I'll be sending out more details in the coming weeks, but in the meantime, I want to make sure the session is tailored to your questions. With that in mind, could you please find a few minutes to answer the following questions? You can be as short or detailed as you want. **THANK YOU!**

1. What are the topics you would like to cover during **Menopause Bootcamp**?

- The biology of menopause
- Chronic diseases (heart disease, cancer, osteoporosis)
- Menopause and work life
- Sex and intimacy
- Supplements
- Hormone Replacement Therapy
- Changes to your social life
- Changes to family dynamics

Other: _____

Other: _____

Other: _____

2. What are the top 3 to 5 symptoms you would like **Menopause Bootcamp** to cover?

- | | |
|--|--|
| <input type="checkbox"/> Hot flashes | <input type="checkbox"/> Depressive/anxious feelings |
| <input type="checkbox"/> Night sweats | <input type="checkbox"/> Weight changes |
| <input type="checkbox"/> Vaginal dryness | <input type="checkbox"/> Irregular periods/bleeding |
| <input type="checkbox"/> Hair loss/skin and nail changes | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Changes in sex drive | <input type="checkbox"/> Brain fog |
| <input type="checkbox"/> Sleep problems | <input type="checkbox"/> Changes in urination/incontinence |

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CURATING YOUR BOOTCAMP & PREPARING FOR THE BIG DAY

Here are my top tips for deciding on what information you'll present—and how you'll present it:

1. Realize that you won't be able to touch upon everything and there'll be some important topics you're just not able to cover. Choose what you do cover in response to both the crowd you've gathered and their responses to the email about their interests – though don't hew only to what they've checked off. Sometimes we don't know what we don't know!
2. Even if you're not including everything in your outline, it's important to have a command on pretty much all of the material in the book. This is why marking up your book is so important. You don't need to have memorized everything or have perfect recall. But you should know where to find it on the fly.
3. Try to tell a story. I don't know if you noticed in the book, but as you read through each section, there was a progression from the most medical and fact-based to the most personal and individual-based. That is how I suggest you organize your sessions, too.
4. Over-plan, then cut things if it becomes necessary. It's hard to know how chatty and participatory people will be. You could get a crowd that's as quiet as church mice, or you could have people talking over one another. And it doesn't always correlate to whether the participants are friends or strangers! My suggestion is to overload your outline by about 15%, but know what can be scrapped for time. This will help avoid two less-than-ideal scenarios: that you'll get to the end of the allotted time and you still have half of the information to share, or you fly through all of the material and are left wondering how you'll fill thirty minutes.

5. This one might be the most important. PRACTICE. I'm going to say it again, underlined and bolded: **PRACTICE**. This is going to be a multi-day process that's not meant to be done consecutively. This process might even take a couple weeks.

DON'T RUSH IT!

- *Day 1:*

Run through the whole thing, making note of where you're getting tripped up, missing information, feeling like it's getting a little long, or sense that you're giving a topic short shrift. Make changes to your outline that reflect these revisions.

- *Day 2:*

Run through the whole thing again, and time it. Adjust your outline again for content notes, as well as timings. If it's running super long, where are you going to trim? Too short means you've got some additions to make.

- *Day 3:*

Run through it for one or two trusted friends. Time it again, and ask them to make notes while you're speaking but not to interrupt you. You're going to ask them things like whether you were speaking too fast or too slowly, how well they understood all of the topics, what they wanted to hear more of, and their overall reactions. Make adjustments as necessary.

- *Day 4 (near to the first bootcamp):*

If you're confident about the material you're covering and the timings, do a skimmed down version of the outline for yourself. Practice sections you've found more challenging or have made a lot of edits to, and skip over anything you have down pat. Of course, the goal is not that this should be memorized. But you should feel really comfortable with how all of the content unfolds.

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BASIC BOOTCAMP MATERIAL TO COVER

This process can feel overwhelming so I wanted to give you a place to start. The videos go into detail about how to pace your Bootcamp, and make everyone feel safe and part of something. Which I'm guessing might come somewhat natural to you—or is at least easy to envision. How to actually organize the material from the book might be a different story! So I'm going to share what I draw from when I lead bootcamps. All of it is contained in the book, so I've provided you with page numbers to find the information.

Do try to use the proper medical terms—which means, yes, you're going to say vagina in front of a crowd. That said, no one expects you to take the place of a physician. In fact, it's basically forbidden. But one objective of these Bootcamps is to give participants information that they may not have been given that would help facilitate a better conversation with their doctors, and a more honest understanding of what's going on for themselves.

Having a mastery of how to use and define medical terms will establish your authority in the room and set the tone for the Bootcamp. Make no assumptions about the language: pull it from the book. This is the language that you'll be speaking. To reiterate, memorization not necessary! Understanding is.

Starting out

Create a mantra (i.e.– “I can do this”, “I am a confident/ compassionate speaker/ leader”, etc.) and either put it on the top of your notes (for in-person bootcamps) or on a sticky note on your computer monitor (for virtual bootcamps).

YOU GOT THIS!

- Welcome participants and set your intention
- Explain your why
- Depending on your audience, you might want to encapsulate some specifics about the community you’re speaking to, especially as it relates to their experiences interacting with medicine. For inspiration, see pp. 182 to 191.

Cover the Basics

Starting out with this solidifies you as the expert in the room, and it creates a lingua franca from which the rest of the conversation can flow.

- Statistics (reference the “Facts and Stats” page in this workbook)
- Definitions of premenopause, perimenopause, and menopause (pp. 5 to 12)
- “The Big Four”: Estrogen, testosterone, progesterone, DHEA (pp. 20 to 22)
- Should you have your hormones checked? (pp. 23 to 26)

Symptoms & Solutions, and Frequently Asked Questions

Remember, you don’t have to cover absolutely everything contained in these passages. You’re summarizing the information in useful and pithy ways. But it’s important for you to understand all of the context that you’re summarizing.

- Hot flashes (pp. 42-46) and solutions (pp. 60-73)
- This topic always elicits a spirited discussion—leave extra time for it!!
- Sleep disruptions (pp. 73-74) and solutions (pp. 74-76)
- Sex and Genitourinary Syndrome of Menopause (GSM) (pp. 76-82) and solutions (pp. 82-90)
- Weight gain (pp. 92-93), how to contextualize it (pp. 93-99), and the lab results that actually matter (pp. 99 to 100)

- Skin, teeth, and hair changes (pp. 102-103) and solutions (pp. 103-104)
- Muscle and joint health (pp. 110 to 114) and solutions (pp. 114 to 116)

New Awareness During Menopause

People will have varying understandings of each of these. Don't assume that everyone will know terms like osteoporosis or dementia. Better to explain it rather than rely on someone, perhaps bashfully, asking you to define a term.

- Risk for osteoporosis (pp. 105-109), breast cancer (pp. 124-127), and dementia and Alzheimer's (pp. 127 to 130) rise – and how to take control of your health
- The importance of sleep (pp. 150 to 153)
I believe sleep is one of the most underrated 'treatments' for much of menopause. Good if you bring sleep up often!
- The impact of social connections (pp. 163-165)
- How to protect your mental health (pp. 175 to 181)
This is also an opportunity for talking about the prejudices baked into society around aging, especially for women. You can pull inspiration from the introduction to the book, and pp. 193 to 196. But I encourage you to make it your own!
- The importance of what you eat (pp. 214-217; 223-227)
It's up to you how much you want to dive into disordered eating and diet culture. Often I get asked specifically about losing weight, and that's when I take the opportunity to dive in. You can find information on pages 217 to 223.

Complementary Medicine

It should go without saying: before you speak about these topics, it's crucial to have tried them out or researched them for yourself!

- Where Ayurveda fits in (pp. 37 to 40)
- Herbal and plant-based medicines (pp. 238-239)
- CBD (pp. 66)
- 4-6 of your favorite supplements (pp. 238-239)

- Ayurvedic home remedies
 - Oil self-massage (pp. 172-173)
 - Mary Thompson's Menopause Tea (pp. 236 to 237)
- The Six S's of Self-Care- This is not included in the book, but i use it to frame and structure conversations with very specific intentions and actionable suggestions
 - Sex
 - Sleep
 - Sustenance (food and what we consume)
 - Senses (everything we "consume"via the senses- including media and relationships)
 - Social connections
 - Spirituality

The Power of Togetherness

This theme flows through the book. Find a space in your Bootcamp to speak about what it means to you, and give your participants a call-to-action that will inspire them to take control of their own lives and identities, and help other people in their same stage of life.

Movement & Meditation

For many people, this is one of the most memorable parts of the Bootcamp, and it is the last taste they will have. Approach it with an open heart.

- Explanation of the importance of movement (pp. 228 to 234)
- Led movement (see video or provide their own movement module)
- Explanation of the importance of meditation (pp. 168 to 170)
- Led meditation (reference the "Easy Group Icebreakers & Meditations" page in this workbook)

