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# EUROPEAN FITNESS BADGE



# Counselling Guide



## **Edition notice**

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## HOW TO USE THIS COUNSELLING GUIDE?

Please use this guide in the following way:

- Before you start gather all information needed to do the counselling: the data sheet, the certificate, the filled-in health and activity questionnaire and this Counselling Guide. Find a quiet place.
- Follow this guide step by step (from step 1 up to step 7). It has been created to discuss the results of the EFB and the adjacent counselling in a logical and structured way.
- At certain steps, you can choose between two or more options. Please be aware of these choices and follow them as indicated.
- At every page, there is a left and a right column: the left column gives away the general steps to be taken. The right column gives some exemplary sentences or questions. It is not obligated to use them, but we recommend you do so.



## START: GET TO KNOW EACH OTHER!

Introduce yourself.	My name is... My function is...
Acknowledge the effort the participant made.	I am very happy that you have come to our EFB-event today! Thank you for coming.
Ask why he/she participated in the EFB.	What motivated you to take part in the EFB? What is your goal and what are your expectations?
Talk about the purpose of the conversation.	In this short talk, we will discuss your current and previous exercise experience, we'll look at your results of your tests, and finally together we'll look at what you could do to become more active or to stay active.
Ask for approval about the steps to be taken.	Would this be okay for you?

→ Now go to Step **2**



## CURRENT EXERCISE PARTICIPATION

<p>Ask how fit the participant feels at the moment.</p>	<p>How do you feel at the moment? Do you feel fit enough or you think you can improve your fitness?</p>
<p>Ask for current participation in sports activities or exercise as in the Activity Questionnaire (N-Ex)</p> <p>1- I just do my daily activities like house and family care.</p> <p>2- Besides my daily activities I do regularly low level activities like stair climbing for at least 10 minutes per day with slight intensity.</p> <p>3- I do 20 minutes to 1 hour per week physical exercises with at least moderate intensity.</p> <p>4- I do 1-3 hours per week physical exercises with at least moderate intensity.</p> <p>5- I do more than 3 hours per week physical exercises with at least moderate intensity</p>	<p>Do you regularly participate in some kind or sport activities/exercise? Please describe what and how frequently.</p> <ul style="list-style-type: none"> <li>• Answers 1-2 is NOT active enough: → go to step <span style="background-color: #007bff; color: white; border-radius: 50%; padding: 2px 5px;">3<sub>a</sub></span></li> <li>• Answers 3-4-5 is YES active enough: → go to step <span style="background-color: #007bff; color: white; border-radius: 50%; padding: 2px 5px;">3<sub>b</sub></span></li> </ul>



## FOR NON-ACTIVE PEOPLE ONLY

Ask for previous participation in sports activities or exercise.	What experiences with physical activity did you have in the past?
Ask for motivators to become more active.	In the past, what worked best to help you stick to an exercise program? What would motivate you to become more active?
Ask how important an active lifestyle is for the participant.	How important is an active lifestyle for you? What does this mean for you? How would you feel if you were more active (again)?
Ask for intentions to become more active.	Do you intend to become more active within the next months? What would your goal be?

→ Now go to Step

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## FOR ACTIVE PEOPLE ONLY

Ask for previous participation in sports activities or exercise.	What experiences with physical activity did you have in the past?
Ask for motivators to maintain active.	In the past, what worked best to help you stick to an exercise program? What would motivate you for becoming more active?
Ask for their goal.	What goal would you like to achieve within the next months?

→ Now go to Step 



## SHOW RESULTS OF THE EFB-TESTS

Hand out the participant results. Explain how the document is structured and how the results are calculated.	Discuss the general fitness status. Show what kind of badge/level was achieved.
Discuss the strengths of the participant and give your appreciation.	I can see your ... (e.g. flexibility) has a good score, and your ... (e.g. strength) is far above average. Congratulations on that!
Discuss the weaknesses of the participant and relate to their lifestyle/activity level.	I can see that your score on ... (e.g. endurance) is somewhat below average. Is this a surprise for you?

→ Now go to Step **5**



## REFLECT ON RESULTS

Ask for reflection of the participant about their results.	What do you think of your results overall? How do you feel about this? How important is this for you?
Ask for need of change.	Do you think you want to change something about this? Would you like it to be different?  → If YES: go to step   → If NO because he/she is already active enough: go to step   → If NO because he/she is inactive and doesn't want to become more active: go to step 



## SET A GOAL AND MAKE AN ACTION PLAN

Ask what needs to be changed.	What would you do differently? What would you like your results to be within the next months?
Set a specific goal.	What goal do you want to work towards? In what time do you want to achieve this goal?
Ask for importance of the goal.	Would achieving this goal be important for you? How would you feel once it is achieved? How determined are you to achieve it?
Give thoughtful advice on how to achieve this goal.	Do you know how to achieve this goal? You can exercise more by using active transport, less sitting, taking exercise classes in a sports or fitness club, etc.
Ask for ways to support the active behaviour.	To support a new habit, it is important to look for tools that will help you maintain it. For example: support from friends/family, self-monitoring (app), receiving information about an exercise class, etc. What would help you?



→ Now go to Step

7

## CONTINUE TO BE ACTIVE!

Suggest additional physical activities/exercises or give new ideas on being and staying active.	Some examples: <ul style="list-style-type: none"><li>• Endurance: go walking, jogging, cycling, swimming, etc.</li><li>• Flexibility and strength: do some stretching or strength exercises before work or in the workplace, by using an app or an online stretching program.</li><li>• Posture: practice in front of a mirror to check posture, do core stability exercises (such as planking).</li></ul>
Ask for ways to support the active behaviour.	If you want to maintain your active lifestyle, it is important to look for supportive tools. Think about who (e.g. friends or family) or what (self-monitoring app, receiving information about an exercise class, etc) could help you maintaining.

→ Now go to Step

7



## IGNORING THE BENEFITS OF AN ACTIVE LIFESTYLE

Ask for more information.	Can you explain why this is not needed or important to you?
Ask for permission to share information, in order to weaken the resistance to advice.	Is it OK if I tell you a bit more about the benefits of an active lifestyle?
Give information.	Make the participant aware of the benefits of an active lifestyle and disadvantages of an inactive lifestyle. Build up problem awareness.
Identify barriers and give solutions on barrier management.	See EFB handbook p.60 Don't give orders but provide support. Be open minded and accept the point-of-view of the participant

→ Now go to Step 



## SUMMARIZE

Summarize the talk.	Highlight the most important results, summarize the goal and the action plan to become more active (if any).
Ask for affirmation or remarks.	Can you agree with this? Do you have any remarks?
Wish the participant good luck with the action plan.	Good luck with your plans!





For more information on how to provide Counselling to participants, please check Counselling Video.



## European Fitness Badge partners:



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