

Practice session for a smoke-free facility

A practice session is a good way to try out your smoke-free policy, find out what stakeholders think, gain insight into what works and doesn't work, and refine the policy.

Timing

When you have engaged stakeholders for their ideas and opinions, and have a good working draft of your smoke-free policy, invite stakeholders – particularly residents – to participate in a session to practice living in a smoke-free building. Hold the first practice session with your advisory committee, if you formed one.

Outline of the practice session

1. **Welcome everyone** and tell them that you are asking them to practice living in a smoke-free building.
2. **Introductions:** have each person quickly introduce themselves. If you have a group of more than 50 people, ask them to introduce themselves to two or three other people.
3. **Review** the reasons for a smoke-free policy and the activities you have conducted to engage stakeholders in order to find out what they think.
4. **Explain** that you wish to have participants pretend that the smoke-free policy is in place and practice using it.
5. **Read the smoke-free policy.**
6. **Hold the practice session:**
 - a. Ask each person to think about an entire day as if the smoke-free policy existed.
 - b. Ask them to write down their daily routine. If they smoke, what would they do? Where would they go to smoke? If they don't smoke, what differences might they notice (e.g., no smoke odor in hallway)? What might they do if they saw someone smoking?
 - c. Hold a conversation about what people wrote down. You can start with people sharing with two or three others and then with the entire group.
 - d. Record comments.

7. If time permits, repeat the practice session for the duration of a week.

- a. Ask participants to think about their weekly routines. What happens on different days of the week? What activities may change due to a smoke-free policy? Who visits? When? If they smoke, what would they do? Where would they go to smoke? If visitors don't smoke, what differences might they notice? What might they do if they saw someone smoking?
- b. Hold a conversation about what people wrote down. You can start with people sharing with two or three others and then with the entire group.
- c. Record comments.

8. Explain how you will use the information and thank everyone for participating.